CHECKLIST TEXTFEEDBACK

This checklist can also be used to revise a writing project.

1. What is the overall impression of the text?

- ☐ What is really good and why?
- ☐ What other effects could the text have on other readers? Is the text reader friendly?

2. Question

- ☐ Is the question (objective) clear? Can it be followed throughout the whole text?

3. Content

- ☐ Are there statements that are unclear or vague?
- ☐ Is there something missing? If so, where?
- ☐ Is something contradictory?
- ☐ Where would descriptions, examples or comparisons help the text be more colourful?
- ☐ Do phrases repeat themselves? What is not helpful in answering the question and therefore superfluous?

4. Structure

- ☐ Does the work answer the aspects that were mentioned in the introduction?
- ☐ Is the question answered in the conclusion?
- ☐ Are the characteristics of the text type respected (i. e. are all the necessary parts of the introduction there)?
- ☐ Is there a common theme (noticeable argumentative structure)?

- ☐ Are there mental leaps?
- ☐ Can I follow the separation into chapters logically? Could additional headings further structure the text?
- ☐ Could transitions be added in between chapters or passages?
- ☐ Could a list or table make the text more reader friendly?

5. Academic (scientific) Standards

- ☐ Are there passages where something claimed that needs to be proven?
- ☐ Where is it unclear, whose opinion or research results are stated? („Who is talking?")
- ☐ Are quotes used reasonably?
- ☐ Are the central terms defined?
- ☐ Are abbreviations explained when first used?

6. Phrasing/ Stile

- ☐ Is the sentence understandable, incomprehensible, too complex, too long, too short, too simple …?
- ☐ Is the language varying or monotone (i. e. variations in syntax or word choice)?
- ☐ Is the language suitable for the target reader group (i. e. too complex, too simple, too much slang)?

7. Linguistic Correctness

- ☐ Are there grammatical mistakes in the text (i. e. mistakes in sentences (sentences structure or connections), mistakes in words (singular/ plural, case, tempus)?
- ☐ Is the punctuation correct (especially comma)?
- ☐ Is the spelling correct (Capitalisation, separation, foreign words …)?

☐

8. Presentation

- ☐ Is the font reader friendly?
- ☐ Is the layout appealing?
- ☐ Were the formal requirements of the advisor met?

Further information on our support services, writing advice, workshops, writing marathon, etc. on our website: www.tu-dresden.de/deinstudienerfolg/szd