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/ Style**
   - 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?