

Checklist: My weak points in English

Have a look at this checklist before you start your written homework and when revising for a test or an exam.

	yes	no	sometimes
general aspects			
illegible / unclear handwriting			
writing in the margin			
crossing out a word/line neatly with a ruler			
asterisks spread all over the test paper → extra sheet			
no numbers for the tasks			
not using draft paper			
lexis			
spelling mistakes			
lack of some sophisticated words / unusual expressions / synonyms			
repetition of words / phrases			
structure			
no paragraphs			
no linking words and phrases			
grammar			
s-genitive			
prepositions			
-ing-forms or to-infinitive			
relative clauses (comma rules)			
“would“ in if-sentences			
syntax			
most sentences beginning with the subject			
too many participles in one sentence			
not enough participle constructions			
elliptical sentences (no main clause)			
long, convoluted sentences (Schachtelsätze)			
run-on sentences			
punctuation			
comma in front of “that“			
no comma after connectives that introduce sentences, e.g. In conclusion, ... / In addition, / However, ...			
correct quotation marks (“...”)			
content			
introduction missing			
introduction does not introduce the topic			
conclusion missing			
sticking to the task			
waffling			
summary: 25-33% of original text			
time management			
time for proofreading			

Also see sheet: “How to annoy your teacher”