

Bridging the Gap - Literacy Self Assessment Checklist

Name:	Can Do	Want to Brush Up
Planning writing for assignments		
How to structure and link paragraphs		
Summarising key points		
Taking notes		
Using references and creating a bibliography		
How to structure a report		
How to use an academic writing style		
Writing clear sentences – where does the full stop go?		
Punctuation: capital letters		
Apostrophes		
Brackets and hyphens		
Commas		
Colons and semi-colons		
How to deliver a presentation		
Learning tricky spellings		
Using a thesaurus		

