

	Please tick one or more columns for each of the options below	This is what I did	I would have liked to do this, but didn't manage it	I didn't think this necessary	This just was not possible for me	I'll do this next time
1	I started thinking about this essay in plenty of time					
2	I started to collect my reading materials well in advance					
3	I discussed the ideas associated with this essay with someone, virtually or live, prior to starting writing					
4	I had a timetable in mind for pre-reading, planning, drafting, writing, checking, doing the references					
5	I planned out the structure of the essay logically, so my train of thought was continuous					
6	I made reasonable efforts to clear the decks for the actual writing of the essay					
7	I made referencing easy for myself by properly noting all of my sources as I did the reading					
8	I showed someone a draft of my essay before I completed it					
9	I acted on feedback I received to make my essay better					
10	I wrote a summary/abstract that encapsulated my key points succinctly					
11	I checked my work over carefully for obvious mistakes, and I used a spellchecker					

**Figure 5.5** Feedback form: on submitting your first essay on a course



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