



ONLINE
4.5

Self-Evaluation Suggestions

- Make an outline of your piece of writing. Include major and minor headings. If you have difficulty finding information to fit into each category, look again at transitions and connecting ideas in your writing.
 - Imagine the audience specified by the prompt or assignment, if there is one. List at least five things that would matter to this person, and try to imagine thinking the way he or she does. With that mindset, reread your writing, asking whether it addresses the concerns of this audience.
 - Read your work aloud. This will slow you down enough to catch errors that would be difficult to see during silent reading. In a test environment, simply whisper to yourself. Since you won't have time to recopy your work, this is a quick way to make sure you eliminate glaring problems.
 - Recall the kinds of errors that you have made on other pieces of writing and scan your work for these.
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