

Use this with the UWA STUDY Smarter Survival Guide *How to Survive C.L.E.A.R. Writing*

| CRITERIA | EXPECTATIONS | MACRO FEATURES | | MICRO FEATURES | |
|-----------------------|--|--|--|--|--|
| CLEAR | Core messages are easy to find | The overall structural pattern of the whole text, each section & each paragraph is topic-development | | Summary statements are used appropriately at the end of sections & the end of the text | |
| COHESIVE | The writing is easy to follow & assists the reader to predict what is coming next | The thesis statement, topic sentences & summary statement are thematically related & allow the reader to predict what is coming next | | Connectors, repetition & reference words are used appropriately | |
| LOGICAL | The writing employs logic, reasoning & evidence | The writer explains, gives examples & provides evidence to support ideas | | Quotes, summaries, paraphrases, citations & references are appropriate | |
| EXPRESSED WELL | The writing is expressive & technically correct | The writer's purpose & the significance or 'so what' factor are clear in the introduction & conclusion | | Grammar, punctuation, word choice & spelling are appropriate | |
| ANALYTICAL | Relationships between ideas are explored | Ideas are synthesised, discussed, compared & critically evaluated | | Descriptive, analytical, evaluative & speculative language is used appropriately | |
| RELEVANT | All of the material pertains to the topic or question | Thesis statement, topic sentences & summary statements address the topic & answer the question | | Sentences within paragraphs are all related to the topic sentence | |

Tip: Some people say that in life it's the little things that count. But in writing, it's the big things that count most!

Remember to always check the *macro features* of your writing first:

- Check your introduction, conclusion and topic sentences for structure, consistency, relevance, clarity of purpose and the 'so what' factor
- Make changes necessary to achieve a logical, evidence-based, critical text

When you're satisfied at that level, move on to examine the *micro features* of your text:

- Revise your summary statements if required
- Chop out or change any irrelevant supporting sentences
- Do a final check to ensure appropriate grammar, word choice, punctuation, spelling and referencing

Using the Study Smarter Resources

This resource was developed by the STUDY Smarter team at UWA for students enrolled at UWA. We are happy for our resources to be used, but we would ask that you:

- Do not amend them
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