

Constructing an Argument

Preparation		Review Checklist	
Research your subject		Is your position clear and consistent throughout?	
Research the opposing view		Is your argument clear and concise?	
What is the purpose of your argument?		Does your argument follow a logical order?	
Who is your audience?		Do your key points stand out clearly?	
State your position in 1 sentence		Do all of your points lead back to your position?	
State the main reason for your position		Is your number of points just right or have you included too many?	
What are your key points?		Do each of the points lead clearly towards the conclusion?	
Gather your evidence for these points		Are the points and evidence used relevant?	
Prepare your response to any objections		Is the evidence used solid and valid?	
Plan the structure of your argument		Have you presented new information?	
Writing		Are you specific or do you include too many generalisations?	
Introduce your topic and your position in the first section		Have you considered what the reader might ask and offered an answer?	
Have a clear and logical line of reasoning		Have you considered other viewpoints?	
Support each point with sufficient, solid evidence		Have you represented the opposing view fairly?	
Include new information		Are there any inconsistencies in your argument?	
Be specific and avoid generalisations		Are there any fallacies in your work?	
Present the opposing view fairly		Are there any assumptions in your work that you haven't tackled?	
Be aware of any assumptions you are making and state why they are valid		Is your argument distorted by any personally held beliefs?	
What questions might a reader have? Answer them as you go		Do you offer any indication of the level of probability or uncertainty where evidence is concerned?	
Weigh up the evidence (strengths vs weaknesses; what to accept vs reject?)		Is your conclusion clear and based on evidence?	
Conclude by making your position clear and connect your claim to real life		Do you leave the reader with a strong final thought?	