

# University of Science, Arts and Technology

## TESOL SYNOPSIS CHECK LIST

Please **PRINT OUT** this list. **VERIFY** and **CHECK** each point before submitting final synopsis to your tutor.

- (1) \_\_\_ **Layout** (margins, font size, etc) according to instructions.
  - (2) \_\_\_ **Pages** are numbered.
  - (3) \_\_\_ **Cover Page** done as per instructions: name, address, email, etc.
  - (4) \_\_\_ **Spelling, Grammar and Style** correction tool activated in MS-Word. Work proofread.
  - (5) \_\_\_ No empty spaces between words.
  - (6) \_\_\_ **Paragraph format/Line Spacing**: ½ line spacing (Do not press the “Return button” on each line. By setting the paragraph format, MS-Word will do this automatically. )
  - (7) \_\_\_ **Citations** in the body of your text: give *only* the author’s surname and year of publication (see file “Harvard Referencing System” for further details).
  - (8) \_\_\_ **Reference list**: divided into sections (books, journals, websites, etc.), all necessary author and publication details given (see file “Harvard Referencing System” for further details).
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- (9) \_\_\_ Good level of analysis (sufficient references); statements backed by research; all relevant issues explored.
  - (10) \_\_\_ Good level of insight; writing reflects critical thinking.
  - (11) \_\_\_ **Academic style**: not overly casual, careless or colloquial; dogmatic statements avoided.
  - (12) \_\_\_ **Referencing** according to instructions and guidelines; variety of sources: no more than 20% from one source (15% recommended).
  - (13) \_\_\_ **Conclusion (optional)**: unites ideas; logical, convincing; dynamic and well argued.
  - (14) \_\_\_ Synopsis demonstrates high-level of understanding of TESOL methodology.

**IMPORTANT NOTE: Once you have completed a portion of your synopsis, send a sample of your work to your tutor to make sure that you are on the right track. Your tutor is always available and willing to help you, guide you and answer any questions. Therefore, once you have completed your synopsis, it should conform to all the above points. Submit your final synopsis only after carefully verifying, to the best of your ability, that you have followed all instructions and guidelines. Please bear in mind that each time your tutor sends the thesis back to you for more corrections, this not only creates unnecessary work for you and your tutor, but it could also affect your final grade.**

\*For detailed instructions, please contact us: [tutor@usat.ms](mailto:tutor@usat.ms)