REVIEWING YOUR PERSONAL STATEMENT

ACTIVITY SHEET

UCAS

SELF-ASSESSMENT CHECKLIST: FORMAT AND STRUCTURE

Read through your personal statement, using the guidance below. Use the guidance as a checklist to ensure that you have followed the basic format and structure rules:

FORMAT AND STRUCTURE RULES	✔
I have no more than 4000 characters across all three answers.	
I have a minimum of 350 characters per answer.	
I've not wasted any characters listing information that can be found on my UCAS application such as grades and subjects.	
I have not repeated any information, evidence or examples across the three answers. Remember that the personal statement is viewed as a whole.	

READ AND REVIEW

Now it is over to someone you trust. Remember when asking someone to review your work you need feedback that is constructive and actionable.

Ask for specific comments on how you can improve your personal statement. Ask for feedback that directs you to where improvements are needed, for example 'your paragraph about…did not include enough evidence of how you… could you add some more…'

WHAT WENT WELL (WWW)	EVEN BETTER IF (EBI)