

Students should consider the following checklist when completing the written commentary.

A Supporting documents	
There are three to five supporting documents.	
The documents cover a range of ideas and views.	
The supporting documents are contemporary in nature, written within the last two years.	
The relevant parts of the supporting documents are highlighted.	
The documents are relevant to the issue or problem being examined.	
Different types of documents are included.	

B Choice and application of business tools, techniques and theory	
Business tools and techniques are included in the commentary.	
Business theory is included in the commentary.	
The tools, techniques and theory are relevant to the question posed.	
The commentary includes a range of tools, techniques and theories.	

C Use, analysis and synthesis of data	
There is evidence that data is used, analysed and synthesized.	
Data from the supporting documents is used to help answer the question posed.	
The ideas are written in a clearly structured and logical manner.	

D Conclusions	
The conclusion(s) are relevant and answer the question posed in the title.	
The conclusions are supported by the data from the supporting documents.	
The conclusions are a logical extension of the arguments.	

E Evaluation and critical thinking	
Judgments are made.	
All judgments are substantiated.	
The nature of the supporting documents has been considered.	
The reasons why the problem or issue exists have been discussed.	

F Presentation	
The written commentary is within the word limit.	
Sources are provided for all the supporting documents.	
Sources are provided for any quotations used in the written commentary.	
The referencing is consistent throughout.	
An appropriate bibliography is provided.	
Subject-specific terminology has been used throughout the commentary.	
The title question has been answered.	
The word count is provided on the commentary.	
The commentary is focused on the issue or problem identified.	
The commentary follows a logical structure from identifying the issue or problem through to the conclusion.	