

# Personal Statement: Checklist



## Structuring your statement:

### 3 section method:

- Section 1     Why you want to study the course?
- Section 2     Demonstrate your knowledge of the course. Make clear why you are the ideal candidate for Higher Education.
- Section 3     Detail your relevant experience outside the classroom which shows your dedication to your subject and to Higher Education.

## Writing effective paragraphs:

Try to think of each paragraph as a 'mini-essay' that should have a beginning, a middle and an end. Each paragraph should have 3 main components:

1. The topic sentence - the sentence that lays out what your paragraph is going to explore.
2. Supporting sentence(s) - sentences that provide information which backs up your topic sentence
3. Concluding sentence - a 'mini-conclusion' that rounds off your paragraph.

In order for a piece of writing to flow, your paragraphs need to flow together fluently using what are called transitional phrases. Some common transitional phrases include:

In addition...	Additionally...	Furthermore...
As well as...	Along with...	Apart from...

**Opening paragraph(s)**

Score out of 5:  /5

**What (if any) changes do you need to make to the opening paragraph(s)?**

**Concluding paragraph(s)**

Score out of 5:  /5

**What (if any) changes do you need to make to the concluding paragraph(s)?**

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**Read your PS again carefully and tick the relevant box:**

**Does your personal statement...**

- Have a strong start?      Yes       No       Maybe
- Avoid clichés?            Yes       No       Maybe
- Use quotes with caution?      Yes       No       Maybe
- Sound like you?            Yes       No       Maybe
- Demonstrate your interests?      Yes       No       Maybe
- Demonstrate your motivations?      Yes       No       Maybe

**Is it...**

- Relevant? (Ask yourself "So what?")      Yes       No       Maybe
- Positive?                    Yes       No       Maybe
- Concise?                    Yes       No       Maybe
- Accurate?                    Yes       No       Maybe
- Well-structured?            Yes       No       Maybe
- Correct spelling, punctuation, grammar?      Yes       No       Maybe
- Original? (Your voice!)      Yes       No       Maybe

**iCatch:**

**How many sentences start with "I" in your personal statement?**

- <5       5-10       11-15       16-20       >20

