



ESSAY CHECKLIST

Use this sheet to help you:

- Plan, write, edit and proofread essays in terms of:
 - Overall Content
 - Introduction
 - Body Paragraphs
 - Conclusion
 - Language, Fluency and Cohesion
 - Referencing and Citations
 - Presentation

ESSAY CHECKLIST

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	Strong	Weak
Overall Content		
• Understanding of topic/issue	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence of research	<input type="checkbox"/>	<input type="checkbox"/>
• Analysis and synthesis of material	<input type="checkbox"/>	<input type="checkbox"/>
• Originality	<input type="checkbox"/>	<input type="checkbox"/>
• Connection with other areas (eg. workplace)	<input type="checkbox"/>	<input type="checkbox"/>
• Clarity and cohesion of arguments and points	<input type="checkbox"/>	<input type="checkbox"/>
• Length of text	<input type="checkbox"/>	<input type="checkbox"/>
• Use of diagrams, tables and graphs if appropriate	<input type="checkbox"/>	<input type="checkbox"/>
Introduction		
• General statements	<input type="checkbox"/>	<input type="checkbox"/>
• Thesis statement	<input type="checkbox"/>	<input type="checkbox"/>
• Funnel structure	<input type="checkbox"/>	<input type="checkbox"/>
• Length	<input type="checkbox"/>	<input type="checkbox"/>
Body Paragraphs		
• Sequencing of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
• Topic sentences	<input type="checkbox"/>	<input type="checkbox"/>
• Supporting sentences	<input type="checkbox"/>	<input type="checkbox"/>
• Relevance of all points	<input type="checkbox"/>	<input type="checkbox"/>
• One main idea per paragraph	<input type="checkbox"/>	<input type="checkbox"/>
• Linking of points within paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
• Length of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
Conclusion		
• Restatement of thesis statement	<input type="checkbox"/>	<input type="checkbox"/>
• Summary of main points	<input type="checkbox"/>	<input type="checkbox"/>
• Final comment	<input type="checkbox"/>	<input type="checkbox"/>
• Absence of new points	<input type="checkbox"/>	<input type="checkbox"/>
• Length	<input type="checkbox"/>	<input type="checkbox"/>
Language, Fluency and Cohesion		
• Grammar	<input type="checkbox"/>	<input type="checkbox"/>
• Sentence structure	<input type="checkbox"/>	<input type="checkbox"/>
• Vocabulary (accuracy and formality)	<input type="checkbox"/>	<input type="checkbox"/>
• Conciseness	<input type="checkbox"/>	<input type="checkbox"/>
Referencing and Citations		
• Acknowledgement of all sources	<input type="checkbox"/>	<input type="checkbox"/>
• Paraphrasing, summarising and quoting	<input type="checkbox"/>	<input type="checkbox"/>
• Use of critical review language	<input type="checkbox"/>	<input type="checkbox"/>
• Format of in-text citations	<input type="checkbox"/>	<input type="checkbox"/>
• Bibliography / reference list	<input type="checkbox"/>	<input type="checkbox"/>
• Appendices	<input type="checkbox"/>	<input type="checkbox"/>
Presentation		
• Fonts, margins, spacing	<input type="checkbox"/>	<input type="checkbox"/>
• Spelling, punctuation and capitalisation	<input type="checkbox"/>	<input type="checkbox"/>
• Titles	<input type="checkbox"/>	<input type="checkbox"/>

Essay Outline

<p>Introduction</p> <p>a. General Statements</p> <p>b. Thesis Statement</p>	
<p>Body Paragraph 1</p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p>Body Paragraph 2</p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p>Body Paragraph 3</p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p>Conclusion</p> <p>Restatement or summary of main points / final comment</p>	