

Essay Checklist

Essay Checklist		Tick
Assignment Task Response	<ul style="list-style-type: none"> • Have I responded to all of the instruction word/s in the assignment question? • Have I responded to the marking schedule requirements? 	
Introduction	<ul style="list-style-type: none"> • Do I have a clear relevant opening sentence or sentences? • Do I outline the main content of the essay and how it will be addressed? • Do I indicate the sequence of material in the essay? 	
The Body Content	<ul style="list-style-type: none"> • Do I develop the main points/arguments in the way outlined in the introduction? • Are my illustrations and examples brief and to the point? • Do I provide enough supporting detail for the points I have made? • Do I move smoothly from one point to another? • Is there a logical sequence/organisation of ideas? 	
Paragraphs and Sentences	<ul style="list-style-type: none"> • Does each paragraph have a topic sentence? • Are my main points or ideas separated into separate paragraphs? • Do I have a balance of sentence length and structures? • Have I used appropriate transition words (e.g. in addition, furthermore, however)? 	
Referencing	<ul style="list-style-type: none"> • Have I used references to support all of the main points and factual statements made? • Have I effectively incorporated materials from my research into the essay? • Have I used a mixture of summary, paraphrase and short quotes? • Have I acknowledged all references made in the body text and at the end of the essay? • Have I set out my references in the appropriate format? 	

The Conclusion	<ul style="list-style-type: none">• Does my conclusion restate and summarise the main points made?	
Grammar and Editing	<ul style="list-style-type: none">• Have I used correct tenses in the essay?• Is my vocabulary as academic and precise as possible?• Is my writing style formal with words chosen to show objectivity and accurate representation of facts?• Have I proofread the entire essay to make sure there are no typing and spelling errors?• Is the essay within the word limit (plus or minus 10%)?	
Presentation	<ul style="list-style-type: none">• Have I followed the assignment presentation requirements of my course?<ul style="list-style-type: none">○ Font style and size○ Spacing○ Margins○ Page numbering○ Title page if required• Have I put my Student ID number on every page?	

Material adapted from the following source

The University of Warwick. (n.d.). *Academic essay checklist*. <http://www2.warwick.ac.uk/>

Updated January 2022