

Essay Checklist

Essay Components	Details	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 provide context and background to the topic? • 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? • Do I provide enough supporting detail for the points I have made? • Do I move smoothly from one point to another? • Are my illustrations and examples brief and to the point? • Is there a logical sequence/organisation of ideas? 	
The Conclusion	<ul style="list-style-type: none"> • Does my conclusion restate and summarise the main points made? 	
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)? 	

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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, spelling, and formatting errors? • Is the essay within the word limit (plus or minus 10%)? 	
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 sources into the essay? • Have I used a mixture of summary, paraphrase, and short quotes? • Have I acknowledged all sources in the body text with correct citation and at the end of the essay with correct references? • Have I set out my references in the appropriate format? 	
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 ○ Line spacing and alignment ○ Margins ○ Page numbering ○ Title page if required • Have I put my Student ID number in the header of each page? 	

Material adapted from the following source

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

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