

Essay Checklist

Introduction:

- ✓ Do you clearly state your main argument (thesis statement)?
- ✓ Does your argument/thesis statement answer the essay question/ prompt?
- ✓ Do you clearly show the direction/plan of the essay (what you are going to cover or focus on)?
- ✓ Is the Introduction of suitable length (around 10-15% of your essay word count)?

YES NO

YES	NO

Body:

- ✓ Does every paragraph have a topic sentence (usually the first sentence of the paragraph), in which you clearly state the main idea of the paragraph?
- ✓ Is the main idea of every paragraph relevant to the essay question?
- ✓ Do you support your points with direct evidence or main reading material? Do you provide examples?
- ✓ Do you paraphrase or quote from secondary sources to support your ideas?
- ✓ Do you cite all the sources you referenced (either as in-text citation or footnotes/endnotes)?
- ✓ Do you analyse your points, rather than just present or describe them?
- ✓ Do paragraphs logically follow each other?
- ✓ Are any of your paragraphs too short or too long?

Conclusion:

- ✓ Do you restate the thesis/ main ideas mentioned in the Introduction?
- ✓ Do you briefly summarise the main points and conclusions/results of your research?
- ✓ Do you explain the broader significance of your ideas?
- ✓ Do you make connections with the wider context of the topic/field?

Overall Structure and Style:

- ✓ Do your paragraphs flow logically and smoothly?
- ✓ Do you use transitions (however, therefore, as a result, for instance, additionally, etc.) to make logical connections between sentences and paragraphs?
- ✓ Is your tone confident? Did you minimise the use of "hedge words" (possibly, perhaps, it seems, it appears, hopefully, etc.) so that they do not weaken your argument?
- ✓ Are your sentences clear, grammatically correct, and to the point?
- ✓ Did you check your essay for typos and spelling mistakes?
- ✓ Did you reach/ keep to your word limit?

Citation and Referencing:

- ✓ Did you check with your School which referencing style should be used?
- ✓ Do you cite everything you borrowed from someone else (whether you quote their ideas directly or summarise/paraphrase)?
- ✓ Do you always reference twice (once in the body of the essay and once at the end of the essay in your Works Cited/ Bibliography)?
- ✓ Do you use reliable sources, such as peer-reviewed articles (and not *Wikipedia*, *CliffNotes*, personal blogs, unverified websites, etc.)?
