



Essay Checklist

Study Development Factsheet

Use this checklist alongside the Guide to Essay Writing factsheet to make sure your assignment is ready for submission.

Structure

- Have you answered every part of the question? Check the assignment instructions!
- Does your essay stay focussed on the question and have a clear argument?
- Do you address the relevant learning objectives?
- Does your essay have a logical progression, with every paragraph following on from the last?

Introduction

- Is there a thesis statement (a statement of the main point of your essay)?
- Does your thesis statement directly address the question?
- Have you included a brief essay 'map', describing how the essay is structured?

Body Paragraphs

- Does every paragraph stick to a clear topic? Each paragraph should only cover one main point.
- Does the first sentence of each paragraph (topic sentence) clearly introduce your new point?
- Are the important concepts discussed clearly?
- Does the evidence provide relevant and credible support?
- Do the sentences flow coherently or have you wedged some ill-fitting concepts side by side?

Conclusion

- Have you given a brief summary of the main points?
 - Have you expressed a point of view that responds directly to the question asked?
 - Does your conclusion follow logically from the body of your essay, and mirror your introduction?
 - Have you avoided introducing any new information?
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Referencing

- Have you used a range of academic sources to back up your work?
 - Have you stayed faithful to the authors' original meaning, and not taken their ideas out of context?
 - Have you distinguished between fact and opinion in referring to your sources?
 - Have you cited your sources accurately? (Check out 'reference guides' on the library website)
 - Is your reference list or bibliography correct? (Check out 'reference guides' on the library website)
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Style & Genre

- Have you used the correct genre: report, essay, reflection, etc.?
 - Have you used formal language, writing words in full and avoiding contractions such as 'don't'?
 - Have you used the terminology of your discipline appropriately?
 - Have you used appropriate evidence for your discipline?
 - Is there any repetition?
 - Are your sentences clear and concise?
 - Have you cut out anything unnecessary?
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Presentation

- Have you followed the presentation instructions in your module handbook? Check to make sure!
 - Unless otherwise stated, use 1.5 spacing, size 12 font, and set adequate margins.
 - Have you stayed within the word limit?
 - Have you saved a copy, made a back-up and printed an extra copy for proofreading?
 - Have you checked your spelling?
 - Have you checked your grammar (perhaps using TextHelp)?
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Finally, look at the marking criteria. What grade would you give yourself? Ready to submit? Good!

Support: Study Development offers workshops, short courses, 1 to 1 and small group tutorials.

- Join a tutorial or workshop on the [Study Development tutorial and workshop webpage](#) or search 'YSJ study development tutorials.'
- Access our Study Success resources on the [Study Success webpage](#) or search 'YSJ study success.'