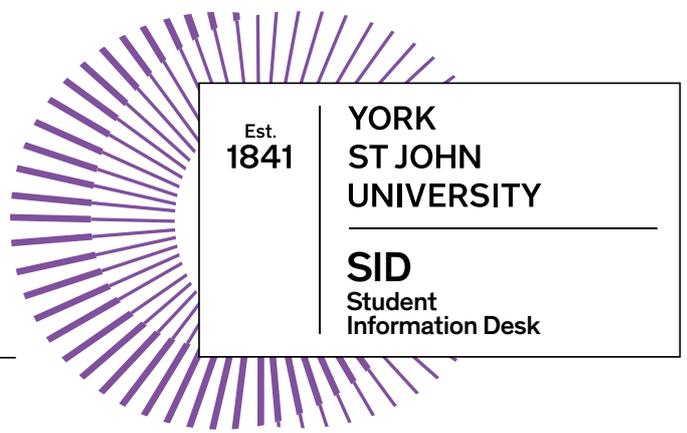


Essay Checklist



STUDENT SERVICES FACTSHEET

Use this checklist in conjunction with the Survival Guide to Essay Writing 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?
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? (As above)

Essay Checklist

Style & Genre	
	Have you used the correct genre: report, essay, reflection, etc?
	Have you used formal language, avoiding contractions such as 'don't' and writing words in full?
	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?
Presentation	
	Have you followed the presentation instructions in your module handbook? Check to make sure!
	Unless otherwise stated, use 1.5 line 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)?

Finally, look at the marking criteria. What grade would you give yourself? Ready to submit? Good

Useful Websites

Institute of Education: Writing Guides

A useful site providing advice and guidance on writing essays, critical reviews and dissertations:
www.writingcentre.ioe.ac.uk/guides

UEfAP

Using English for Academic Purposes: A Guide for Students in Higher Education by Andy Gillett.
There is a good guide to academic writing: www.uefap.com

University of Leicester

The Student Learning Development area includes a wide range of resources, including video tutorials:
www.le.ac.uk/offices/ld/resources

Skills@Library

Very clear interactive online tutorials from Leeds University: www.library.leeds.ac.uk/skills-online-tutorials

Academic Language Resource

Handy phrases to sound more academic:
www.phrasebank.manchester.ac.uk

Support

Study Development offers workshops, short courses, 1 to 1 and small groups tutorials.

To book an appointment, contact the Student Information Desk:

T: 01904 876477

E: SID@yorks.ac.uk