

# Essay writing checklist

Use this checklist to support you in writing your essays. It can be used in the planning stage, as you move through your work and at the end.

<b>Title</b> <ul style="list-style-type: none"><li>• Is it appropriate?</li><li>• Does it address the question?</li><li>• Is it clear what the essay is about?</li></ul>	<b>Introduction</b> <ul style="list-style-type: none"><li>• Does it provide a brief outline of the problem to be addressed?</li><li>• Does it indicate the direction or the argument?</li><li>• Does it show how your research fits in the theoretical framework established around this area?</li></ul>	<b>Literature review</b> <ul style="list-style-type: none"><li>• Have you critically examined the evidence you have chosen to include?</li><li>• Have you explained the different perspectives of the problem?</li><li>• Is your evidence correctly referenced?</li><li>• Have you included your perspective?</li></ul>	<b>Relevant Data</b> <ul style="list-style-type: none"><li>• Is your data or the data of others relevant?</li><li>• Is it presented in an accurate and unbiased manner?</li><li>• Have you interpreted the data and related it to the theoretical framework you introduced earlier?</li></ul>	<b>Synthesise evidence</b> <ul style="list-style-type: none"><li>• Have you shown the reader how the evidence you have used supports your ideas?</li><li>• Have you included all the evidence?</li><li>• Have you identified areas where data or evidence needs further study?</li></ul>	<b>Conclusions</b> <ul style="list-style-type: none"><li>• Does your conclusion bring together the arguments?</li><li>• Does it provide a good answer to the question set?</li><li>• Have you stated how your work could be extended?</li></ul>
<b>Structure</b> <ul style="list-style-type: none"><li>• Is there a clear logical structure?</li><li>• Do each of your paragraphs cover one issue only?</li><li>• Are there page numbers (if required)?</li><li>• Do all the main points have a purpose?</li></ul>	<b>Language</b> <ul style="list-style-type: none"><li>• Are all sentences grammatically correct?</li><li>• Have you spell checked the essay?</li><li>• Have you written in a formal, academic tone?</li><li>• Are all specialist terms defined?</li><li>• Have you proof read your work?</li><li>• Have you looked for repetition?</li></ul>	<b>Word count</b> <ul style="list-style-type: none"><li>• Is it within the word count?</li><li>• Do you need to source additional ideas?</li><li>• Does all the writing directly respond to the task?</li><li>• Do you need to cut down on any repetition?</li><li>• Have you been too concise in your analysis?</li></ul>	<b>Referencing</b> <ul style="list-style-type: none"><li>• Is the referencing style consistent?</li><li>• Does your writing just rely on quotations?</li><li>• Are all sources reliable and accurate?</li><li>• Are citations formatted correctly?</li><li>• Is all evidence referenced?</li><li>• Have you included a reference list?</li><li>• Is the list in alphabetical order?</li><li>• Is the evidence over reliant on websites?</li></ul>	<b>Proofreading</b> <ul style="list-style-type: none"><li>• Have you used feedback from previous assignments?</li><li>• Have you printed out your work in double spacing and read through?</li><li>• Have you read your work backwards?</li><li>• Have you checked one thing at a time? i.e. language, format, references.</li></ul>	