Essays Checklist

Check your assignment marking criteria or any other instructions given, as well as the marking criteria or rubric.

<table>
<thead>
<tr>
<th>Structure</th>
<th>Content, expression &amp; formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Structure</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>□ Introduction</td>
<td>□ I have understood the question or task I have been given. (For help: Analysing the assignment question)</td>
</tr>
<tr>
<td>□ Body</td>
<td>□ I have answered the question or addressed the topic in my essay.</td>
</tr>
<tr>
<td>□ Conclusion</td>
<td>□ I have paid attention to the most important factors according to the marking criteria.</td>
</tr>
<tr>
<td>□ Reference list</td>
<td></td>
</tr>
</tbody>
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**Introduction**
- □ General statement about the topic
- □ Thesis statement that clearly shows your argument or response to the essay question/topic
- □ Outline of the main points you will make

**Body**
- □ One paragraph for each point
- Each paragraph has:
  - □ Topic sentence
  - □ Explanation sentence(s)
  - □ Evidence
  - □ In-text citations

**Conclusion**
- □ Summary of main points
- □ Restatement of thesis
- □ Concluding statement

**Reference list**
- □ Listed in alphabetical order
- □ Each entry follows the sequence and formatting for the same referencing style (e.g. APA, Harvard, Chicago) (For help: Referencing & Citation guide)

Need more help? Library Study Smart Officers are also a resource for you and are available to help you improve your academic writing. To find out hours and locations, visit the Library Study Smart Officers page.