# Essays Checklist

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

## Structure | Content, expression & formatting

### Structure

- ☐ Introduction
- ☐ Body
- ☐ Conclusion
- ☐ Reference list

### 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)

### Content

- ☐ I have understood the question or task I have been given. (For help: Analysing the assignment question)
- ☐ I have answered the question or addressed the topic in my essay.
- ☐ I have paid attention to the most important factors according to the marking criteria.

### Expression

- ☐ I have used language appropriate for academic writing (formal, impersonal, technical and abstract). (For help: Essay tone)
- ☐ I have proofread my writing and fixed any errors in grammar, vocabulary, spelling, or punctuation. (For help: Finishing and submitting)

### Formatting

- ☐ I have followed instructions for line spacing.
- ☐ I have followed instructions for page numbering.
- ☐ I have followed instructions for using headings.