

# Essay Checklist

By Nicole Nichols-West

- Content
  - Identify the thesis of the essay.
  - A title should be appropriate and effective and in the form of a question that the rest of the essay answers.
  - Make sure ideas are fresh and original.
  - Include all the main points about the topic.
  - Make sure the major points are supported with examples and facts.
  - Include only relevant information.
  - Answer the question in the essay title.
  - Critically analyse the information founded in the research.
  - Conclude with a summary statement.
- Organization
  - Make sure structure of the paper enhances the central idea/claim/thesis.
  - Include satisfying introduction.
  - Make sure each main point is in a separate paragraph.
  - Make sure there is an empty line between each paragraph.
  - Include a satisfying conclusion, an advice, opinion or saying.
  - Make sure sequencing is logical and effective.
- Grammar
  - Make sure each sentence have a subject and a verb.
  - Check each noun to see if it is countable, uncountable, or abstract, and used the correct article.
  - Use the present simple tense to describe things you think are true all the time.
  - Use the present perfect tense to describe experience or the results of experience.
  - Use the simple past tense to describe things that finished in the past.
  - Check for grammar.
  - Include some academic vocabulary.
- Convention
  - Your conclusion is based on evidence and facts.

- Avoid asking questions, then answering them.
- Use academic-style writing.
- Replace phrasal verbs such as 'look at' with more formal words such as 'examine'.
- Avoid using 'you' to refer to your reader.
- Avoid over-generalisations.
- Include citations and references.