

# 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.