Essay Checklist

Created: 12/29/2011

# Tasks:

☐ **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.**