

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.