



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.



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