

# Essay Writing Checklist

## Content

- Have you answered the question?
- Have you included all necessary points?
- Is what you have written relevant and is your meaning clear?
- Is your essay of the required length?



## Structure

- Is there a clear introduction, main body of argument and conclusion?
- Is your essay clearly divided into paragraphs with only one main point in each paragraph?
- Are your ideas linked together in a logical order so the reader can follow your argument?
- Have you used enough signposting or linking words?
- Is your argument back up with references and supporting statements?

## Spelling

- Use spell checker.
- Read aloud: start at the end of the line and read backwards.

## Punctuation

- Read your essay aloud. You need punctuation every time there is a pause or slight drop in your voice. If you get out of breath, your sentence is too long!

## Style

- Have you avoided informal or chatty language?
- Have you avoided abbreviations e.g. can't
- Are your sentences too long and rambling or short and jerky?

## Presentation

- Have you followed guidelines given by your school?
- Is the essay clearly laid out with paragraph spaces?