



Essay Writing Checklist

Instructions

This exercise requires you to use a checklist to make sure that your essay meets the assignment brief and the university guidelines. As assignments may vary, some of these points will be more relevant than others.

Essay checklist

| Aspects to consider: | |  |
|----------------------|---|---|
| 1. | Does the introduction provide background / context to the topic? | |
| 2. | Does the introduction state the topic and how the topic will be addressed? | |
| 3. | Does the main body address the topic in logical order? | |
| 4. | Are the introduction, main body and conclusion logically linked (by using phrases like “as stated in the introduction...”)? | |
| 5. | Do different parts of the argument logically flow from one to another? | |
| 6. | Are paragraphs logically linked? | |
| 7. | Can you see where you demonstrate critical thinking? | |
| 8. | Can you see where you demonstrate reflective thinking (if applicable)? | |

| Aspects to consider: | |  |
|-----------------------------|--|---|
| 9. | Does the conclusion synthesise the main points? | |
| 10. | Is literature referenced according to the faculty guidelines? | |
| 11. | Are all the references and examples relevant? | |
| 12. | Is all irrelevant information removed? | |
| 13. | Is the writing style consistent and appropriate for the task / unit / course? e.g. reflective/ third person/formal | |
| 14. | Is the assignment jargon-free and clearly written? | |
| 15. | Are all the long sentences broken into shorter ones? | |

Further information

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