

Study Skills

ESSAY CHECKLIST

TITLE: Have I **answered the question** adequately? - *the question, the whole question and nothing but the question!*

INTRODUCTION: Does the introduction concisely **address the topic** and **indicate** the **direction** of the argument?

CONCLUSION: Does the conclusion **draw together** the stages of the argument and provide a **convincing answer** to the essay question?

STRUCTURE: Is there a **clear, logical structure**?

PARAGRAPHS: Does each paragraph cover only **one** main issue and is there a **coherent connection** between paragraphs?

PUNCTUATION: Is it **accurate**? (*If unsure, try reading work aloud to check for pauses, indicating the need for commas etc.*)

STYLE: Is it **formal** and academic? – *no slang expressions, no short forms such as “don’t” or “it’s”, no sweeping statements, no emotive words etc.*

SPELLING and GRAMMAR: Are they **accurate**? (*Have I made thoughtful use of the Spelling and the Grammar check facilities in “Word” (under Tools)?*)

PAGE NUMBERS? (If relevant)

WORD COUNT: Does the essay **comply** with the word limit?

QUOTATIONS: Are the quotations **presented consistently** and **accurately**?

REFERENCES: Are the references **complete** and **presented consistently** and **accurately**?

BIBLIOGRAPHY: Is the bibliography **complete** and **presented consistently** and **accurately**?

PLAGIARISM: Have I provided **adequate references** to material consulted for the essay in order to avoid plagiarism? Have I **completed** the necessary **plagiarism declaration**?

IS THIS THE BEST I CAN DO?

*Remember to follow the **GUIDELINES** given by your **own Department** regarding referencing, page numbering, fonts, spacing etc.*

