THINGS TO THINK ABOUT WHEN YOUR ARE PLANNING, WRITING AND CHECKING YOUR ESSAY

You need to **read your essay over a number of times**, checking for all of the points listed below. You can get higher grades simply by really checking carefully for all of these things.

Basic structure:
Does the essay have an introduction, main body and a conclusion? ☐

Balance of coverage:
Have you covered all parts of the essay question, and spent the right amount of time on each part? ☐

Development of argument:
Does your essay answer the essay question? ☐
Does each paragraph link logically to the next one? ☐
Is your discussion / analysis presented in a coherent manner? ☐

Referencing:
Have you put the date after every author you mention? ☐
Have you put the author's surname and date of the book in brackets after the information that comes from that book? ☐
Have you done the same for any quote you have used (and put the page number?) ☐
Have you included a 'Reference List'? ☐

Paragraphs:
Are your paragraphs too long, or too short (one sentence is not a paragraph)? ☐
Does each paragraph focus on a single topic/idea? ☐
Do you back up your main point with examples and evidence? ☐
Do your paragraphs link logically to each other – do you refer back to what you have just said? (*e.g. Firstly,………; Another area that ……; A further issue to consider…*) ☐

Structure of introduction and conclusion:
In your introduction do you orient the reader to your topic in general, then focus in on your specific subject, before outlining how you are going to answer your question? ☐
Does your conclusion highlight the key points that you have made in your analysis / discussion? ☐

Sentence grammar:
Have you checked that all your sentences make sense? ☐
Have you checked your spelling? ☐

Style and register:
Is the style of your expression appropriate for an academic essay? ☐

Presentation:
Have you got clear margins? ☐
Is your essay typed and in one and a half or double line spacing? ☐
Have you included page numbers? ☐

Use the following 'scores' against each statement above:

1='very-weak'   2='weak'   3= 'neither weak or good'   4='good'   5= 'very-good'