



STUDY GUIDE

WRITING ESSAYS

Essay-Writing Checklist:

Before you submit your work check it over one more time. Use the list below to help you:

- Does the essay answer the question/deal with the topic that was set. (Read the brief again)
- Does it cover all the key points and a range of arguments or viewpoints. (Have you missed one side of the argument)
- Have you covered the main points in sufficient depth. (Use the Critical Thinking Model in Critical Thinking study guide)
- Is the essay analytical in style and questioning in approach. (As above)
- Have you developed and sustained the argument throughout the essay. (Check what you're actually saying)
- Is the argument logical and realistic. (As above)
- Is the content accurate and relevant. (Check your sources are reliable and up to date)
- Is the material logically arranged. (Check the structure by drawing up a contents list)
- Is there a sense of direction, a reason why one paragraph follows another. (Consider doing some mindmapping, or going back to ones you've already made)
- Is each main point well supported by examples and argument. (Check your use of evidence)
- Does it clearly distinguish your ideas from those of others. (Make sure there's a reference by every bit you've borrowed)
- Do you acknowledge all sources, in the main body and at the end. (Check your referencing, and University Centre's guidelines on plagiarism)
- Have you used an appropriate number and range of sources. (You don't have to read the whole library, but one or two authors' viewpoints won't be enough)
- Is the essay the correct length. (Check the brief)
- Have you included a word count. (On the cover sheet)
- Have you written the work in an appropriate style, and simply and clearly. (Would an academic who wasn't a specialist in your subject understand it.)
- Is the grammar, punctuation and spelling correct. (Spell-check, grammar-check, and use a dictionary and grammar guide)
- Have figures and tables been used appropriately and referenced. (Check your guidelines)
- Is the essay well-presented, with the right spacing, font, font size and cover sheet. (Check your guidelines)

