

ESSAY CHECKLIST

Use this list of strengths/weaknesses as a checklist while planning, writing and before submitting your essay.

Strengths

Content

- ☐] Answers the question set
- ☐] More analysis than description
- ☐] Questioning, critical approach
- ☐] Covers main points adequately
- ☐] Arguments/points clearly made
- ☐] Arguments/assertions supported by evidence/examples/quotations
- ☐] Full references given (in-text OR as footnotes OR as endnotes)
- ☐] Appropriate bibliography
- ☐] Interesting/original thinking

Structure

- ☐] Well planned/ structured answer

Presentation

- ☐] Word-processed or typed/legible writing
- ☐] Report sheets and essay easily separable
- ☐] Accurate spelling, good punctuation
- ☐] Right length
- ☐] Wide margins and space between lines for tutor's comments
- ☐] Typed/written on one side of the paper only
- ☐] Bibliography correctly set out (alphabetically, by author + title, publisher, date)

=====

Weaknesses

Content

- ☐] Does not answer the question set
- ☐] Non-questioning, uncritical approach
- ☐] Little evidence of reading/research
- ☐] Arguments/points unclear
- ☐] More description than analysis
- ☐] Misses out important points.
- ☐] Lack of evidence/examples/quotations to support your arguments
- ☐] Quotations/examples given, but they do not support your arguments
- ☐] Lacking or inappropriate footnotes/endnotes/references
- ☐] Lacking or inappropriate bibliography
- ☐] Failure to acknowledge the words and ideas of others (plagiarism?)
- ☐] Some factual inaccuracies

Structure

- ☐] Little or no apparent plan/structure
- ☐] Too much 'padding' (discussion/description which is not essential to your argument)

Presentation

- ☐] Several spelling errors
- ☐] Punctuation errors
- ☐] Incomplete sentences
- ☐] Writing difficult to read
- ☐] Answer too short/too long
- ☐] Inadequate margin for markers comments
- ☐] Written on both sides of paper