

Final Week Essay Checklist

Managerial Functions Essay (2000 words)

Area to Check	Key Questions to Ask Yourself	Completed ✓
1. Assignment Question	Have I answered the main question: <i>Why is controlling essential in organisations and how can challenges be mitigated?</i>	☐
	Have I included <u>critical evaluation</u> , not just description?	☐
	Have I discussed both challenges and solutions related to organisational control?	☐
	Have I linked leadership or management theories to controlling?	☐
2. Introduction (~200 words)	Have I briefly explained management and managerial functions?	☐
	Have I introduced <u>controlling</u> as a key managerial function?	☐
	Have I outlined what the essay will discuss?	☐
3. Managerial Functions Section	Have I briefly explained the four functions: planning, organising, leading, controlling?	☐
	Have I explained how controlling links to the other functions?	☐

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4. Importance of Controlling (~400 words)	Have I explained why controlling improves organisational performance?	☐
	Have I discussed examples such as performance monitoring, quality standards, accountability?	☐
	Have I included real business examples?	☐
5. Theories Linked to Controlling (~400 words)	Have I linked control to theories studied in the module?	☐
	Have I used examples such as Fayol's management principles, leadership styles, systems management or transformational leadership?	☐
	Have I explained how these theories influence management control practices?	☐
6. Challenges of Controlling (~400 words)	Have I identified limitations or problems of control systems?	☐
	Examples may include: employee resistance, bureaucracy, reduced motivation, surveillance concerns, remote work challenges	☐
	Have I supported arguments with academic sources or examples?	☐
7. Mitigation Strategies (~400 words)	Have I explained how managers can overcome challenges of control?	☐

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	Have I discussed solutions such as empowerment, communication, participative leadership, clear goals, balanced autonomy?	☐
	Have I linked these solutions to management theories or models?	☐
8. Conclusion (~200 words)	Have I summarised the main points of the essay?	☐
	Have I reinforced the argument that control is essential but must be balanced with leadership and empowerment?	☐
	Have I avoided introducing new ideas in the conclusion?	☐
9. Critical Analysis (Level 6 Requirement)	Have I evaluated advantages and disadvantages of control systems?	☐
	Have I compared different perspectives or theories?	☐
	Have I supported my arguments with academic references?	☐
10. Referencing (Harvard Style)	Do I have at least 6 academic references?	☐
	Are all in-text citations included in the reference list?	☐
	Are references in alphabetical order?	☐
11. Word Count	Is the essay approximately 2000 words?	☐

Area to Check	Key Questions to Ask Yourself	Completed ✓
	Is the word count within the allowed tolerance ($\pm 10\%$)?	☐
12. Academic Writing Quality	Have I avoided first-person writing (I, we, my)?	☐
	Are paragraphs clear with topic sentence, explanation and example?	☐
13. Grammar and Clarity	Have I checked spelling, grammar and punctuation?	☐
	Have I read the essay out loud to identify awkward sentences?	☐
14. Turnitin Check	Have I paraphrased sources properly?	☐
	Is the similarity score reasonable (around 10–20%)?	☐
15. Final Submission	Does the document include title, student number, and word count?	☐
	Have I uploaded the correct file to Turnitin on Moodle?	☐
	Have I submitted before the deadline (22 March, 2pm)?	☐

Final Advice for Students

In the final week, focus on:

- strengthening **critical analysis**

- improving **clarity of arguments**
- checking **Harvard referencing**
- proofreading carefully before submission

Avoid making **major structural changes at the last minute**.