

## Essay Writer's checklist

Module: \_\_\_\_\_

Assignment: \_\_\_\_\_

| Pre-writing                                                      |  |
|------------------------------------------------------------------|--|
| Have I identified the key ideas in the assessment descriptor?    |  |
| Have I used mind mapping / spider diagrams to organise my ideas? |  |
| Have I made notes in my own words?                               |  |
| Have I used a variety of sources?                                |  |
| Have I noted all my sources?                                     |  |
| Have I collected enough material?                                |  |
| Have I selected suitable and relevant material?                  |  |
| Planning                                                         |  |
| Have I made a suitable plan?                                     |  |
| Do I need to discuss my plan with my tutor?                      |  |
| Do the paragraphs flow in a logical order?                       |  |
| Does each paragraph have a clear idea/argument?                  |  |
| Is each idea/argument adequately supported?                      |  |
| Have I compared and contrasted a range of views?                 |  |
| Have I linked theory to practice?                                |  |
| Drafting                                                         |  |
| Have I checked my draft?                                         |  |
| Have I sent a draft to my tutor?                                 |  |
| Have I received feedback on my draft from my tutor?              |  |
| Have I redrafted so that the ideas are in the right sequence?    |  |

### Essay Writer's checklist

|                                                                                           |  |
|-------------------------------------------------------------------------------------------|--|
| Is the structure of the essay clear?                                                      |  |
| Have I written a sound introduction?                                                      |  |
| Have I written a sound conclusion?                                                        |  |
| Learning from Comments                                                                    |  |
| Have I carefully read any comments and feedback on drafts / previous essays?              |  |
| Have I used these comments to improve my work?                                            |  |
| Editing                                                                                   |  |
| Are my sentences clear?                                                                   |  |
| Does my essay make sense?                                                                 |  |
| Do I repeat myself?                                                                       |  |
| Have I checked and corrected my spelling and grammar?                                     |  |
| Have I checked my references for accuracy?                                                |  |
| Does my essay meet the assignment learning outcomes?                                      |  |
| If I left my essay on the bus could the person who found it understand what I was saying? |  |

Student signature \_\_\_\_\_ Date \_\_\_\_\_