
Academic and business style checklist

Language and tone

- ☐ No personal pronouns (I, you, we).
- ☐ No contractions (e.g. don't → do not).
- ☐ No informal language or slang.
- ☐ Avoid phrasal verbs (e.g. "find out" → "discover").
- ☐ Use clear and formal vocabulary.
- ☐ Keep tone polite and professional.

Clarity and structure

- ☐ Ideas are clear and easy to understand.
- ☐ Sentences are not too long or confusing.
- ☐ Paragraph follows a clear structure (e.g. TEEL).

Coherence (organisation of ideas)

- ☐ Paragraph has one clear main idea.
- ☐ All sentences relate to the topic.
- ☐ No unrelated or extra information.
- ☐ Ideas are in a logical order.

Cohesion (linking ideas)

- ☐ Linking words are used (e.g. however, therefore, for example).
- ☐ Connections between sentences are clear.
- ☐ No sudden jumps between ideas.
- ☐ Repetition is avoided where possible.

Final check

- ☐ The paragraph makes sense from start to finish.
- ☐ It is easy for the reader to follow.

TEEL + Academic and business style self-checklist

TEEL structure

- ☐ Topic sentence clearly states the main idea.
- ☐ Topic sentence includes 1–3 clear reasons.
- ☐ Explanation develops the ideas clearly.
- ☐ Evidence supports the explanation.
- ☐ Includes own examples and/or sources.
- ☐ Link sentence connects ideas and shows result (not repetition).

Language and tone

- ☐ No personal pronouns (I, you, we).
- ☐ No contractions (e.g. don't → do not).
- ☐ No informal language or slang.
- ☐ Avoid phrasal verbs (e.g. find out → discover).
- ☐ Use clear and formal vocabulary.
- ☐ Tone is polite and professional.

Clarity and structure

- ☐ Ideas are clear and easy to understand.
- ☐ Sentences are not too long or confusing.
- ☐ Paragraph follows a clear structure.

Coherence (organisation of ideas)

- ☐ Paragraph has one clear main idea.
- ☐ All sentences relate to the topic.
- ☐ No unrelated or extra information.
- ☐ Ideas are in a logical order.

Cohesion (linking ideas)

- ☐ Linking words are used appropriately.
- ☐ Connections between sentences are clear.
- ☐ No sudden jumps between ideas.
- ☐ Repetition is avoided where possible.

Final check

- ☐ The paragraph makes sense from start to finish.
- ☐ It is easy for the reader to follow.
- ☐ It includes evidence.