



Helpsheet

# ESSAY CHECKLIST

## Use this sheet to help you:

- plan, write, edit and proofread essays in terms of:
  - Overall Content
  - Introduction
  - Body Paragraphs
  - Conclusion
  - Language, Fluency and Cohesion
  - Referencing and Citations
  - Presentation

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FACULTY OF  
ECONOMICS &  
COMMERCE



# ESSAY CHECKLIST

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	Strong ✓	Weak ✓
<b>Overall Content</b>		
• Understanding of topic/issue	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence of research	<input type="checkbox"/>	<input type="checkbox"/>
• Analysis and synthesis of material	<input type="checkbox"/>	<input type="checkbox"/>
• Originality	<input type="checkbox"/>	<input type="checkbox"/>
• Connection with other areas (eg. workplace)	<input type="checkbox"/>	<input type="checkbox"/>
• Clarity and cohesion of arguments and points	<input type="checkbox"/>	<input type="checkbox"/>
• Length of text	<input type="checkbox"/>	<input type="checkbox"/>
• Use of diagrams, tables and graphs if appropriate	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction</b>		
• General statements	<input type="checkbox"/>	<input type="checkbox"/>
• Thesis statement	<input type="checkbox"/>	<input type="checkbox"/>
• Funnel structure	<input type="checkbox"/>	<input type="checkbox"/>
• Length	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body Paragraphs</b>		
• Sequencing of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
• Topic sentences	<input type="checkbox"/>	<input type="checkbox"/>
• Supporting sentences	<input type="checkbox"/>	<input type="checkbox"/>
• Relevance of all points	<input type="checkbox"/>	<input type="checkbox"/>
• One main idea per paragraph	<input type="checkbox"/>	<input type="checkbox"/>
• Linking of points within paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
• Length of paragraphs	<input type="checkbox"/>	<input type="checkbox"/>
<b>Conclusion</b>		
• Restatement of thesis statement	<input type="checkbox"/>	<input type="checkbox"/>
• Summary of main points	<input type="checkbox"/>	<input type="checkbox"/>
• Final comment	<input type="checkbox"/>	<input type="checkbox"/>
• Absence of new points	<input type="checkbox"/>	<input type="checkbox"/>
• Length	<input type="checkbox"/>	<input type="checkbox"/>
<b>Language, Fluency and Cohesion</b>		
• Grammar	<input type="checkbox"/>	<input type="checkbox"/>
• Sentence structure	<input type="checkbox"/>	<input type="checkbox"/>
• Vocabulary (accuracy and formality)	<input type="checkbox"/>	<input type="checkbox"/>
• Conciseness	<input type="checkbox"/>	<input type="checkbox"/>
<b>Referencing and Citations</b>		
• Acknowledgement of all sources	<input type="checkbox"/>	<input type="checkbox"/>
• Paraphrasing, summarising and quoting	<input type="checkbox"/>	<input type="checkbox"/>
• Use of critical review language	<input type="checkbox"/>	<input type="checkbox"/>
• Format of in-text citations	<input type="checkbox"/>	<input type="checkbox"/>
• Bibliography / reference list	<input type="checkbox"/>	<input type="checkbox"/>
• Appendices	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presentation</b>		
• Fonts, margins, spacing	<input type="checkbox"/>	<input type="checkbox"/>
• Spelling, punctuation and capitalisation	<input type="checkbox"/>	<input type="checkbox"/>
• Titles	<input type="checkbox"/>	<input type="checkbox"/>



## Essay Outline

<p><b>Introduction</b></p> <p>a. General Statements</p> <p>b. Thesis Statement</p>	
<p><b>Body Paragraph 1</b></p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p><b>Body Paragraph 2</b></p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p><b>Body Paragraph 3</b></p> <p>a. Topic Sentence</p> <p>b. Supporting Points</p>	
<p><b>Conclusion</b></p> <p>Restatement or summary of main points / final comment</p>	