

ESSAY CHECKLIST

Before submitting your essay, it is important to proof read your work. Proof reading helps ensure you submit your best work.

This checklist helps ensure you have answered the question fully, located any errors and made any necessary changes. When you proof read it helps to read your essay aloud as it makes it easier to spot any errors.

	Yes	No
Does your essay answer all parts of the question?		
Is all of the information you provide relevant to the question?		
Have you developed an argument by using logical points which are well reasoned?		
Have you supported your claims with evidence/examples from your reading of academic sources?		
Does your essay have an appropriate structure?		
Do you have a clear introduction and conclusion?		
Is there good flow from paragraph to paragraph?		
Does each paragraph have a clear topic sentence?		
Does each paragraph expand on or explain the idea in the topic sentence?		
Do all of your sentences make sense?		
Is there any unnecessary repetition of materials or ideas?		
Is your vocabulary varied? (e.g. the author claims/states/believes)		
Is your language formal with no contractions or slang language?		
Have you checked the spelling in your essay?		
Have you used appropriate punctuation and grammar?		
Have you used the correct APA referencing within your essay?		
Have you used the correct APA referencing in your reference list and bibliography?		