

**FACULTY OF SOCIAL STUDIES AND HUMANITIES**

**DEPARTMENT OF ENGLISH STUDIES**

**Checklist for Essay Questions**

	<b>Check Points</b>
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Have I introduced my essay appropriately?</li><li>• Have I addressed the question <b>SPECIFICALLY</b>? Am I relevant to the question asked?</li><li>• Have I stated the general <b>IDEA</b> of my essay (the <b>ARGUMENT</b>)?</li><li>• Have I clearly stated the <b>FOCUS</b> of my essay?</li></ul>
<b>Body of the essay: PARAGRAPHS</b>	<ul style="list-style-type: none"><li>• Have I kept the focus of <b>ONE</b> idea per paragraph?</li><li>• Does each of my paragraphs have a <b>TOPIC SENTENCE</b> which englobes the main idea dealt with in the paragraph?</li><li>• Do I have enough 'evidence' to illustrate and substantiate the idea presented in the topic sentence of each paragraph?</li><li>• Does <b>EACH</b> of my topic sentences link to the argument put forward in the introduction?</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li>• Are there grammatical inaccuracies?</li><li>• Is the vocabulary appropriate?</li><li>• Are my sentence structures varied enough? Is there clarity of expression?</li></ul>
<b>Presentation</b>	<ul style="list-style-type: none"><li>• Is my work neat and well-presented?</li><li>• Have I used Times New Roman Font 12? Double spaced? Printed on single sided paper?</li><li>• Have I respected the word limit?</li><li>• Is my Bibliography consistently presented?</li><li>• Have I included the appendices (if relevant)?</li></ul>