Essay writing Checklist

- Read the question carefully.
- Underline the key words (e.g., discuss, explain, compare) and consider what type of essay you are required to write.
- Use information sources that are relevant and accessible.
- Write notes in your own words.
- Reference quotes properly if you are using quotations or information directly from other sources.
- Brainstorm ideas, words, memorable parts of texts etc and jot these thoughts down on paper.
- Develop a key argument or idea for your essay.
- Organise notes into a plan. The level of planning will depend on the type of essay.
- Make sure every point is relevant to the question.
- Write the introduction. This should open the discussion and engage the reader.
- Write the main body of the essay. Ensure each point is given a new paragraph and provide supporting evidence for each point that you make.
- Write the essay conclusion. Summarise the main ideas and demonstrate how you have proven your point. The conclusion should reaffirm the introduction.
- Edit the draft. Check for spelling, punctuation and grammar.
- Make sure the final copy is clean and neat, including any footnotes or bibliography.

Go to www.schoolatoz.com.au for more homework help, tips and info sheets on essay writing and check out our other essay writing help sheets:

- Compare and contrast essay planner
- Critical analysis essay planner
- Discussion essay planner
- Evidence and references
- Exposition essay planner
- Review essay planner
- Structure
- What is an essay?