

Advanced English – Essay Writing Guide

Drafting Checklist

1. Have I understood the question?
2. Have I been sufficiently explicit in addressing the question?
3. Do I have an overall thesis statement that I address the question to make the problem I am writing about and the answer that will be provided the essay?
4. Does the body contain all parts of the question?
5. Have I constructed each paragraph of the body so that it contains a central statement of evidence followed by supporting evidence that supports the paragraph?
6. Does the conclusion contain your attitude to the topic and refer to the main body of the essay?
7. Check the length. Does this essay contain everything that is required?
8. Check the page. Is there too much text? Have you underlined, typed, typed, typed, for handwriting, etc. and not needed to repeat.
9. Have I used phrases for ideas and ideas separately using the following guidelines and format?
 - (a) Does my essay satisfy the teacher's requirements?
 - 1. Writing on one side of the page.
 - 2. Underlining.
 - (b) Is my writing correct in terms of grammar?
 - 1. Spelling.
 - 2. Punctuation.
 - 3. Grammar, including any changes during writing.
 - 4. Is it logical in terms of using phrases and ideas in the essay? Do they use things we just use otherwise repeating the same words.
10. Is the conclusion that you have written clearly and well presented to the teacher's requirements?