

EXAMPLE OF A CHECKLIST

Before you hand in your essay, use this checklist to ensure that your essay is complete. If you find problem areas, revise before you hand the essay in. For your information, this checklist is also used by your tutorial leader as a reference point for grading your assignment.

- i.) Do you have a clear introduction? Does it identify the thematic and organizational structure of the essay? Does it indicate the point of view you will argue?
- ii.) Have you organized the material effectively, that is, is the sequence of presentation appropriate?
 - a. Is the presentation reader-friendly, that is, do you indicate clearly the transitions from one section/argument/theme to the next? Do you use headings and sub-headings appropriately?
 - b. Have you eliminated any repetition of arguments?
- iii.) Have you made a persuasive argument to support your informed point of view? Have you addressed both sides of the debate?
- iv.) Have you used relevant source material?
- v.) Have you carefully referenced all your sources, both direct quotations and paraphrasing?
- vi.) Do you have a clear conclusion?
- vii.) Have you answered ALL parts of the question?
- viii.) Have you included a bibliography?
- ix.) Have you corrected all typing, spelling, punctuation and grammar errors? Do not rely on spell check programs on the computer. For example, if you use 'there' instead of 'they're' or 'their', the spell check program is of no help.
- x.) Is your assignment the required length?