

ESSAY WRITING CHECKLIST

Pre-writing plan

	Structure	Grammar tenses	Linking words	Word count
Introduction:	<ol style="list-style-type: none"> 1. Introduction sentence, put the topic into context 2. Give details of your opinion: The thesis statement (the most important part of the essay) 3. Set up the conclusion by putting in a question 4. Link to the body 	Grammar tenses you plan on using (try and use a passive)	It is said, I believe...	35
Body:	<ol style="list-style-type: none"> 1. Introduction sentence 2. Detail to justify the introduction sentence 3. Conclusion 4. Linking expressions 	Grammar tenses you plan on using: perfect tenses (have/had done, would have done etc.), conditionals, modals (may/might/must etc.).	Firstly, in the first place, with regards to, furthermore...	35
	<ol style="list-style-type: none"> 1. Introduction sentence 2. Detail to justify the introduction sentence 3. Conclusion 4. Linking expressions 		Secondly, moving on to, with respect to, although, despite the fact that...	35
	Your idea: <ol style="list-style-type: none"> 1. Introduction sentence 2. Detail to justify the introduction sentence 3. Conclusion 4. Linking expressions 		Finally, lastly, on the other hand, considering...	35
Conclusion:	<ol style="list-style-type: none"> 1. Restate your opinion 2. Summarise what was said in your essay 3. Speculate if possible 		In conclusion, to sum up...	35

Argument structure

- Is your register correct? (formal/informal or neutral) ☐
- Does your argument have a clear structure (intro, body, conclusion)? ☐
- Have you stated your conclusion in your introduction? ☐
- Is everything in your argument **relevant to the question**? ☐
- Have you given examples and evidence for your reasoning? ☐
- Have you said why/how/because etc. for all your reasons, to avoid ambiguity? ☐
- Have you made use of linking language for:
- Comparing (similar to...) ☐
 - Contrasting (on the one hand, in contrast...) ☐
 - Expanding (not only but...) ☐
 - Concluding (hence, therefore, to sum up, in conclusion...) ☐

Grammar and vocabulary

- Have you used at least 3 tenses (including present perfect)? ☐
- Have you used at least one conditional? ☐
- Have you used the passive voice in at least 2 tenses? ☐
- Have you avoided too much repetition of the same grammatical structures? ☐
- Have you tried to use more complex vocabulary? ☐

Have you spent at least 5 minutes at the end checking your work for the following:

- Spelling errors? ☐
- Grammatical errors? (for example: collocations/prepositions/correct use of articles)? ☐
- If you have asked questions, is the form correct? ☐
- Relevance of vocabulary? ☐
- Clarity of argument? ☐
- Correct use of tenses? ☐
- Correct use of conditionals? ☐

Formal and informal writing

For formal

- Have you used the passive voice as much as possible? ☐
- Have you used the correct formal language? ☐

For informal

- Have you used passive at least once? ☐
- Have you used the correct informal language? ☐
- Have you used at least one appropriate slang word? ☐
- Is there still a clear structure, with an appropriate change in language? (intro (small talk), body, conclusion (summary))? ☐

Over both papers

- Have you made sure that you haven't over used the same grammatical structure over both papers? ☐
- Have you done all you can to show the examiner how great your English is? ☐
- Have you used a wide range of tenses and other structures? ☐

Formatting and punctuation

- Does your essay have 5 paragraphs (introduction, 3 body points and a conclusion)? ☐
- Have you formatted your writing with double spacing and left a line between each paragraph? ☐
- Have you checked punctuation and not used (...)? ☐