# Essay editing checklist

## 1. Organisation

- Is there a clear opening section?

Does the introduction explain what the essay is going to explore and how?

- How does the essay move from the introduction to the beginning of the discussion?

Is there a linking paragraph or sentence?

- How are the paragraphs developed?

Do they have clear topic sentences?  Does the paragraph develop the theme of the topic sentence?

- How are the paragraphs linked?

Does each paragraph lead naturally into the next?  Is your signposting adequate?

- How coherent are the sentences?

Are they clear and easy to read?  Is the main point evident?  Do they link the ideas within them coherently?  Do they link clearly with the other sentences either side?

- Is there a clear concluding section?

Does it link back to the issues raised in the title and the introduction?  Does it draw together the main points of the essay?

## 2. Referencing

- Is all information from other sources clearly referenced? Have you used a variety of reporting verbs?  Check the grammar of the sentence including the reference.

## 3. Relevance

- Have you included everything you need to include?

Is there adequate support for your ideas?  Are your examples well-chosen?

- Is there anything that could be omitted from the essay?

Are there any unnecessary explanations, repetitions?  Does everything focus on the question that has been asked?

## 4. Academic Style

- Is your style consistent?

Is any of the language too emotive?  Are there any colloquialisms or clichés?  Have you used abbreviations anywhere instead of the full form?  Does the style sound too chatty and informal?  Does the style sound natural?  Is this your voice?

## 5. Language accuracy

- Are you confident with your punctuation and grammar?

Are all the sentences grammatically correct?  Do they all contain a full verb with a clear subject?  Are complex sentences clearly expressed?  Do you need to simplify?  Check every punctuation mark.  Is it correctly used?  Is the spelling correct and consistent?  Use the spell-checking and grammar-checking facility to help you.