

Basic Essay Writing checklist

	Yes – Partially - No
Plan:	
brainstorm ideas, (2 mins.)	
select and order the best ideas;	
think about the relationships between them and clear examples.	
Organisation:	
Introduction- (usually 3- 5 sentences);	
context of the situation, any necessary definitions , thesis statement , general outline of the essay	
Main body paragraphs	
in clearly organised paragraphs using linkers to show connections between ideas (addition, contrast, cause-effect, examples, etc.).	
Use clear topic sentences with relevant, clear examples .	
Conclusion-	
brief review of the main points,	
refer to the thesis statement,	
prediction/ recommendation for the future.	
Language:	
varied and correct use of tenses , (past/ present/ future simple/ perfect/ continuous)	
comparatives and superlatives with formal modifiers (slightly, moderately, significantly, etc.),	
clear linking and signposting (therefore, however, in conclusion, etc.)	
Correct usage of more advanced structures : e.g., passive voice, conditionals, etc., as necessary (they should be necessary!).	
Register:	
formal written English and vocabulary-	
no contractions (e.g. "it is" not "it's", no hypothetical questions).	
avoid personal pronouns "I, you, we" etc. use impersonal language , e.g. passives (i.e. "It is believed that..." NOT "I think...")	
Proofread	
Errors (spelling, punctuation, grammar, etc.).	
No repetition of either ideas or language.	

Practise your writing here:

<https://writeandimprove.com/workbooks#/wi-workbooks/bdc648bc-b760-4bac-98bc-161a95deff5e>

Plan: spend a couple of minutes **brainstorming** ideas, then **select** and **ordering** the best ideas; think about the **relationships** between them and clear examples.

Organisation:

Introduction-

(usually 3- 5 sentences); context of the situation, any necessary definitions, thesis statement, general outline of the essay

Main body- in organised paragraphs

use **linkers** to show connections between ideas (addition, contrast, cause-effect, examples, etc.). Use clear **topic sentences** with relevant, clear examples.

Conclusion- brief review of the main points, refer to the thesis statement, prediction/ recommendation for the future.

Language:

varied and correct used of tenses,

comparatives and superlatives, formal modifiers (slightly, moderately, significantly, etc.),

clear linking and signposting (therefore, however, in conclusion, etc.)

Correct usage of more **advanced structures:**

e.g., **passive voice, conditionals, relative clauses**, etc.

Register: formal written English and vocabulary-

no contractions (e.g. "it is" not "it's", no hypothetical questions).

Avoid personal pronouns "I, you, we" etc. and

use **impersonal language**, e.g. passives (i.e. "It is believed that..." NOT "I think...")

Proofread for errors (spelling, punctuation, grammar, etc.).

No repetition of either ideas or language.