

Checklist for Argumentative Essay

The essay:

- Includes a suitable title

The introduction:

- Gets the reader's attention and introduces the topic
- Gives brief background information on the topic
- Contains a thesis statement which states the question you will answer in the essay
- Has an outline which shows how the essay is organized

The body paragraphs:

- Follow the outline stated in the introduction
- Use a topic sentence to tell the main idea of your paragraph(s)
- Focus on a definition, theory, argument or counter-argument related to the topic
- Arguments and counter-arguments have supporting explanations and evidence
- Arguments and counter-arguments are evaluated (Do I agree with this scholar's argument?)
- Answer objections to your arguments to prove that the position you have taken is a strong one
- Draw a conclusion regarding the arguments

The conclusion:

- Summarises conclusions drawn in the body paragraphs
- Draws a final conclusion about the essay question
- Highlights the implications or wider context of your issue

Referencing: *I have...*

- Used APA style (or other style required for the task) consistently
- Included in-text citations and end-of-text references for all sources used
- Provided an end-of-text reference list which matches my in-text citations
- Not copied any phrases from other sources
- Used quotation marks for phrases which are not mine

Final Submission:

- The essay has the correct word length and format
- I have submitted the report for an online plagiarism check as required by the institution
- I have proofread and checked for mistakes in these areas:
 - Formality (informal vs. formal writing style)
 - Colloquialism and jargon (none have been included)
 - Grammar (tense, person, voice, spelling, punctuation, fragments, subject-verb agreement)
 - Acronyms (explained and defined before using)
 - Organisation (clear text structure, logical progression of ideas, good use of cohesive devices and the essay communicates fluently)