

ESSAY SELF-EVALUATION

INTRODUCTION

- Answers question immediately ()
- Paraphrases given terms ()
- Presents brief preview of main points ()
- Specifies titles of text[s] addressed ()
- Is of appropriate length ()

MAIN BODY

- Main points each developed in a separate paragraph ()
- Paragraph Construction:
 - Each adheres to a PDI structure ()
 - Point is clear ()
 - Point is adequately developed ()
 - Point is appropriately illustrated ()
- Paragraphs arranged in logically ordered sequence ()

CONCLUSION

- Begins appropriately ()
- Reiterates thesis (i.e. answer to the question) ()
- Presents brief review of main points ()
- Arrives at a conclusion[s] ()

LAYOUT

- Exact question written at head of paper ()
- Single-spaced ()
- Double-spaced ()
- Pages numbered ()
- Paragraphs indented ()
- Word limit respected ()

STYLE

- Sentence construction:
 - Diction is correct ()
 - Grammar is correct ()
 - Spelling is correct ()
 - Punctuation is correct ()
 - Commas after subordinate clauses ()
- Formal, academic tone ()
- No abbreviations ()
- Present tense used in discussing texts ()

TITLES

Novels, plays, collections, journals underlined/italicised ()
Poems, short stories, articles in inverted commas ()

LIST OF WORKS CITED / CONSULTED

All primary sources cited ()
All secondary sources cited ()
Each entry set out according to MLA guidelines ()
Entries listed in alphabetical order ()

ENDNOTES OR FOOTNOTES

Each set out according to MLA guidelines ()

QUOTATIONS

Short quotations in inverted commas ()
Long quotations double indented and without inverted commas ()
Quotations followed by appropriate reference (page numbers, etc.) ()
Quotations appropriately introduced (e.g. by the proper punctuation) ()

CONTENT

Question answered ()
All points made relate to the question asked ()
Essay adequately researched ()
Texts not simply summarised but analysed ()