Use this checklist to make sure you feel confident starting the writing process and submitting your work. It is most relevant to essay writing. It is not therefore appropriate for all disciplines nor all pieces of work. However, it should help structure your approach to writing, whatever subject you are studying.

Before you start writing:
1. I know what my overall answer to the question will be
2. I know which points I need to make in order to explain my overall answer
3. I have decided the order in which I will make my points
4. I have identified the evidence I will use to back up my points

When you have finished:
5. The introduction to my essay indicates to the reader what I am going to argue, and how I’m going to do it
6. Every paragraph starts with a clear point which relates to the specific question I am answering
7. Every paragraph contains evidence to prove the point I am making
8. I have explained how evidence I am using proves my point
9. My conclusion gives a clear answer to the specific question I am answering
10. I have proof-read my essay