Academic writing checklist

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