Essay Checklist

Requirements
☐ The essay word length is between:
  • 500-2,500 words (grades 7-8);
  • 1,000-3,000 (grades 9-10);
  • 1,500-4,000 (grades 11-12)

☐ Captions that exceed one sentence are included in the word count.
☐ The essay includes photographs (required).
☐ All graphs, charts, tables, art work and photographs are my own work.
☐ All in-text citations are properly cited.
☐ All references are properly cited in the bibliography.

Personal Voice
☐ The essay conveys my personal interest in the subject.
☐ The essay describes my investigation.

Focus of Investigation
☐ My question is clearly defined.
☐ I formulated a testable hypothesis or described the goal of my investigation.

Procedure
☐ My plan to gather data was clearly outlined.
☐ I clearly described where, when, and how I gathered my data.
☐ My data was systematically recorded.

Analysis and Interpretation
☐ I collected sufficient data to answer my question.
☐ I analyzed the data and drew conclusions
☐ I determined whether the data supported or rejected my hypothesis.
  OR
☐ I determined whether the data helped me achieve the goal of the investigation.

Clarity and Style
☐ My essay follows a logical progression of ideas.
☐ I checked spelling and grammar.
☐ I made sure to “accept all changes” before submitting my essay
  since I used the “Track Changes” tool while working.