

The Academic Skills Handbook

Your Guide to Success
in Writing, Thinking and
Communicating at University

2nd Edition

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YOUR CHAPTER TAKEAWAY

Essay writing process Checklist

✓ (tick when completed)

Have I ...

- ☐ analysed/deconstructed the assignment title?
- ☐ made a list of questions (from simple to complex)?
- ☐ made a provisional plan using the fishbone essay template (with questions slotted into the appropriate sections)?
- ☐ researched each question one by one (collected information/arguments/evidence/examples/data, etc.)?
- ☐ taken notes and written down all source information: e.g author(s), edition, title (or web address), date of publication (or access date if online), page number(s), publisher, place of publication?
- ☐ slotted research material into my provisional plan?
- ☐ formulated an introduction and provisional thesis statement?
- ☐ started writing up paragraphs?
- ☐ written more questions and carried out further research?
- ☐ revised my thesis statement and developed paragraphs using my sources (critical analysis and evaluation)?
- ☐ written a conclusion and completed a first draft?
- ☐ let my assignment rest?
- ☐ reviewed, revised, re-edited and re-drafted?
- ☐ handed it in?

Your one takeaway

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