

EAP Writing Checklist

Task Achievement	Organisation	Style	Grammar
Have you answered <u>all parts</u> of the question?	Did you spend 10-15 minutes planning your essay before you started writing?	Have you used a range of formal academic vocabulary and avoided repeating the same words? e.g. Technology is sometimes bad. (informal) - Technology has some drawbacks (formal)	Have you checked your verbs match your nouns? e.g. This problem exist - This problem exists
Have you written a thesis statement in the introduction and clearly expressed your viewpoint throughout? <u>Useful language:</u> This essay will argue that (your viewpoint) for the reason that/because (reason 1) and (reason 2).	Have you divided your writing into clear paragraphs? e.g. Introduction, Body Paragraph 1 (reason 1), Body Paragraph 2 (reason 2), Body Paragraph 3 (counterargument and refutation), Conclusion	Have you avoided informally questioning the reader? e.g. Could you imagine if we all stopped using technology tomorrow?	Have you checked your verb tenses? e.g. Some people said that technology can have harmful effects on our health. - Some people say that technology can have harmful effects on our health.
Have you developed your argument by giving reasons and examples? <u>Useful language:</u> It could be argued that/It could be claimed that..., This is supported by/This is demonstrated by..., Consequently,/It can therefore be said that,/It is clear from this that...	Have you used a range of linking words and expressions to connect your ideas together? e.g. Additionally, Moreover, Furthermore, Although, However, Nevertheless, As a result, Consequently, Therefore etc.	Have you avoided starting sentences with 'and' or 'but'? e.g. And we should stop spending time using electronic devices.	Have you checked your nouns? Are they singular or plural? Do they need an article (a/an/the)? e.g. We need to develop new skill. - We need to develop new skills. Government needs to take measures. - The government needs to take measures.
- Have you discussed different viewpoints? - Have you written at least 300 words?	Have you written clear topic sentences? (the first sentence of the paragraph that explains the main idea) e.g. It could be argued that when technology is used properly, it does not make us lazy.	- Have you avoided using personal pronouns (I, we, you)? - Have you avoided using contracted forms (don't, can't, it'll)?	Have you used a range of grammar? e.g. <u>modal verbs</u>: could, should, might, would <u>conditional structures</u>: If these devices did not exist, life would be much more difficult. <u>relative clauses</u>: A lot of people use technology for work or study, <u>which</u> means their brains are active.