

CHECKLIST FOR THE LITERATURE ESSAY

Keep this checklist somewhere safe, and after every literature essay you write, check back with this list to make sure you have followed all the important points.

- Have you written in the **present tense** throughout? (*The speaker is... / "Gatsby says..."*)
- Have you backed up each of your points with a relevant **example** from the text? (*A quotation or reference to a specific episode*)
- Have you written in the **third person**? (*Have you made sure that you never use 'I' in your essay?*)
- Are your main points clearly identified in your **introduction**? (*If someone read your introduction, would your argument be clear?*)
- Have you placed all of your **quotations** in quotation marks?
- Have you properly written out the **title of the text** in your essay? (*Underlined if handwritten, italics if typed*)
- Have you used **discourse markers** in your essay? (*Such as: however/it is evident.../therefore/thus/conversely/nevertheless*)
- Does each paragraph **link back** to the overall topic?
- Have you maintained a **formal tone** in your essay? (*No contractions: 'don't' should be 'do not' / no slang*)

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