

EDITING THE DRAFT OF YOUR ESSAY

Editing the draft of your essay is part of Stage 6 of the essay writing process. If you do this as you go along, you will improve your essay. Here is a checklist for editing.

THINGS TO CONSIDER	QUESTIONS TO ASK
MEANING	Does what you have written make sense?
STRUCTURE	Is your draft structured as your department requires it to be? Have you presented your arguments in the most logical, effective order? Is connected information grouped together, as opposed to being scattered over several different places in your draft?
EVIDENCE	Have you supported all your arguments with sufficient, reliable evidence?
REFERENCES	Have you referenced all the sources of information you have cited in the text of your draft? Have you referenced all the short references in the text of your draft in the list of full references at the end of your draft?
STYLE	Is your draft written in formal, academic English? Is your style easy to read? Are any paragraphs, phrases or words imprecise or unclear?
PRESENTATION	Have you followed the presentation guidelines laid down by your department (for example, font and spacing)?