

Essay outline

Question / prompt

Word limit

Thesis in one sentence

Due date

Paragraph	Main point	Evidence	Why it matters

Revision checklist

- ☐ Thesis answers the question directly
- ☐ Each paragraph starts with a clear topic sentence
- ☐ Every quote is explained, not just dropped in
- ☐ No paragraph repeats another
- ☐ Filler phrases removed
- ☐ Word count within the limit and rule for citations checked
- ☐ References formatted in the required style
- ☐ Read aloud once for flow

Notes
