**Essay Writing Checklist**

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|  | **Items to Check:** |
|  | **OUTLINE** |
|  | Does my outline have a thesis? |
|  | Do the main points in my outline have a logical flow? |
|  | Do I structure my argument effectively? |
|  | Does the placement of each argument give it the appropriate emphasis? |
|  | Are the main points the best ones I can make to support my claim? |
|  | Are my arguments logical and reasonable? |
|  | **INTRODUCTION** |
|  | Does my intro state my thesis concisely and precisely? |
|  | Does my intro outline my paper clearly? (Forecast) |
|  | Does the intro draw my reader into my paper? |
|  | Would my reader know the question I am answering by reading my intro? |
|  | **PARAGRAPHS** |
|  | Does each paragraph have a topic sentence? |
|  | Are the paragraphs coherent? |
|  | Are there explicit commentary points included after each piece of evidence? |
|  | **CONCLUSION** |
|  | Does my conclusion state my thesis concisely and precisely? |
|  | Does the conclusion summarize my argument effectively? |
|  | Does my conclusion outline my paper clearly? |
|  | Is my conclusion persuasive? |
|  | **ORGANIZATION** |
|  | Have I followed the outline I developed? |
|  | Is my paper concise? |
|  | Is each main point germane to the thesis of the paper? |
|  | Are my paragraphs an appropriate length? (12-15 sentences) |
|  | **GRAMMAR/MECHANICS** |
|  | Is my essay in MLA format? |
|  | Have I read over my essay aloud to check for clarity and grammatical errors? |
|  | Am I using commas, semi-colons, colons, periods, and dashes correctly? |
|  | Do my subjects agree with my nouns; do my nouns agree with my verbs? |
|  | Did I write in present tense? |
|  | **FINAL THOUGHTS** |
|  | Is the paper readable? |
|  | Is the paper persuasive? |
|  | Have I edited and revised my paper? |
|  | Am I satisfied that this paper represents the quality of my thinking, writing, and understanding? |