

PLANNING AND WRITING AN ESSAY CHECKLIST

1. AWARENESS OF AUDIENCE

- ___ My tone is appropriate for the audience I am addressing.
- ___ My tone is consistent throughout the essay and helps to emphasize and support the development of my thesis.
- ___ I have kept the point of view consistent--shifting pronouns and/or verbs only where such a shift is logical and necessary.

2. ORGANIZATION

- ___ My essay has clear thesis (controlling idea or centralized purpose) which is either stated or implied.
- ___ My thesis is appropriately limited with respect to the topic.
- ___ My method of organization is appropriate between the paragraphs.
- ___ There are adequate transitions between the paragraphs.
- ___ The main idea within each paragraph progresses in a coherent fashion.
- ___ My thesis is adequately introduced.

- ___ My essay is concluded adequately.

3. DEVELOPMENT

- ___ The ideas in support of my thesis are adequately explained.
- ___ The ideas in support of my thesis are adequately illustrated and/or argued through the use of specific examples.
- ___ Arguments in support of my thesis are logically presented.

4. SYNTAX

Major Sentence Errors

- ___ I have proofread for sentences that do not conform to conventional English structures.
- ___ I have proofread for inappropriate, ineffective sentence fragments.
- ___ I have proofread for sentence run-ons.
Serious sentence errors
- ___ I have proofread for sentence run-ons, comma splices, vague, unclear, and/or awkward sentences.

5. WORD CHOICE

- ___ My word choice is generally appropriate for the audience that I am addressing.

____ My word choice is generally precise.

* vagueness is avoided.

* overused words and expressions are avoided.

____ I have used words appropriately with respect to denotation and connotation.

6. MECHANICS

____ I have proofread for errors in punctuation (commas, periods, semicolons, colons, hyphens, dashes, apostrophes, quotations, conventions, capitalization).

____ I have proofread for spelling errors.

7. EDITED AMERICAN ENGLISH USAGE

____ I have proofread for errors in verb and auxiliary forms.

____ I have proofread for errors in noun and pronoun forms.

____ I have proofread for errors in adjective and adverb forms.

____ I have proofread for errors with prepositions and articles such as a, an.

____ I have proofread for errors in subject-verb agreement.

____ I have proofread for errors in pronoun-antecedent agreement and for unclear referents.

ORGANIZATIONAL CHECKLIST

1. Is the thesis statement clear?

2. Does the writer make a legitimate assertion?

3. Does the introductory paragraph attract and inform the readers?

4. Is the order in which you place your ideas most effective for your purpose?

5. Is there a variation of sentence length and structure?

6. Are there effective transitions between paragraphs?

7. Is each paragraph well-developed?

8. Does the conclusion effectively end the paper?

9. Is the writer's role or persona effective?

10. Is the thesis supported by effective evidence?

11. Is the main idea evident throughout the paper?

12. Have you adequately fulfilled the obligation you made to your reader at the beginning of your paper?