Essay Checklist

Pre-writing

\_\_\_ Brainstorm the prompt

\_\_\_Outline your essay

I. Introduction

\_\_\_ Lead (refer to handout on “Creating Effective Leads” for ideas)

\_\_\_ Transition from your lead to your thesis statement with a transitional word or phrase and include title, author, and short summary

\_\_\_ Thesis Statement (subject + your opinion, and is one sentence with your three points)

II. Body

\_\_\_ Topic Sentence for point 1

\_\_\_ Explanation/argument with your sub points (minimum of 5 sentences)

\_\_\_ Supporting quote(s) should be no more than two lines and properly cited: “Blah blah” (13).

\_\_\_ Closing Statement tying back to the essay prompt and/or transition to the next paragraph

\_\_\_ Topic Sentence for point 2

\_\_\_ Explanation/argument with your sub points (minimum of 5 sentences)

\_\_\_ Supporting quote(s) should be no more than two lines and properly cited: “Blah blah” (13).

\_\_\_ Closing Statement tying back to the essay prompt and/or transition to the next paragraph

\_\_\_ Topic Sentence for point 3

\_\_\_ Explanation/argument with your sub points (minimum of 5 sentences)

\_\_\_ Supporting quote(s) should be no more than two lines and properly cited: “Blah blah” (13).

\_\_\_ Closing Statement tying back to the essay prompt

III. Conclusion

\_\_\_ Restate thesis in general way using different words

\_\_\_ Transition from the specific to general using a transitional word

\_\_\_ End Statement should connect to your lead using ideas or words from your lead

Mechanics

­­­\_\_\_ Is my grammar correct?

\_\_\_ Have I used punctuation properly?

\_\_\_ Are all my words correctly spelled?

\_\_\_ Have I included the page numbers in parentheses following quotations? Ex.: (67).

\_\_\_ Is my essay typed in Times New Roman, 12 point, double spaced?

\_\_\_ Does my paper have an interesting title?

\_\_\_ Is my name on the paper?

Ask an adult to read your essay and give you feed back, looking especially for awkward wording or unclear points or transitions.