

Essay Writing: Writer's Checklist

Introduction:

- Is the main idea (i.e., the writer's opinion of the story title) stated clearly?
- Is the introductory paragraph interesting? Does it make the reader want to keep on reading?

Body Paragraphs:

- Does each body paragraph have a clear topic sentence that is related to the main idea of the essay?
- Does each body paragraph include specific information from the text (including quoted evidence from the text, if required by the instructor) that supports the topic sentence?
- Is there a clear plan for the order of the body paragraphs (i.e., order of importance, chronology in the story, etc.)?
- Does each body paragraph transition smoothly to the next?

Conclusion:

- Is the main idea of the essay restated in different words?
- Are the supporting ideas summarized succinctly and clearly?
- Is the concluding paragraph interesting? Does it leave an impression on the reader?

Overall Essay:

- Is any important material left unsaid?
- Is any material repetitious and unnecessary?
- Has the writer tried to incorporate "voice" in the essay so that it has his/her distinctive mark?
- Are there changes needed in word choice, sentence length and structure, etc.?
- Are the quotations (if required) properly cited?
- Has the essay been proofread for spelling, punctuation, grammar, etc.?
- DOES THE ESSAY HAVE AN INTERESTING AND APPROPRIATE TITLE?