

# The Essay Checklist

Look at each section of your writing carefully for the following:

## **Introductory Paragraph**

- contains a thought-provoking “hook” that makes the reader want to continue reading
- introduces the topic of the essay
- makes an effective transition to the thesis statement
- ends with a clearly stated thesis statement; i.e., **the main point of the composition**

## **Body**

- **Claim** - your claim focuses discussion with effective topic sentences and provides needed background discussion so that the reader understands your claim
- **Quote** (or evidence) - your quote/evidence should provides a clear and specific example to support your claim
  - introduce your quote with a lead-in that includes needed background information
- **Comment** - follow-up each quote with your insights and connections to your claim and thesis
  - effectively transitions to next example or claim

## **Concluding Paragraph**

- re-state the main point of the composition (your thesis)
- briefly summarizes points made in the essay
- end with personal commentary that helps the reader to think more clearly about the topic

## **Grammar and Mechanics**

**This essay is easy and enjoyable to read because there is a minimum of distractions:**

- uses effective and appropriate word choice
- uses effective sentence structure (no run-ons or fragments)
- uses accurate spelling
- uses accurate grammar and mechanics (capitalization, punctuation)
- writes consistently in the present tense throughout the essay
- writes consistently in the third person

## **Citation**

- properly works quotes into the discussion where needed throughout the paper
- statistics and visuals are introduced, explained and connected to the main idea
- quotes, statistics and visuals are cited accurately
- paraphrased information is cited accurately
- a work cited page accurately identifies the source of the quotes