ESSAYS: CHECKLIST

1. Is the thesis stated in one sentence?
2. Is the thesis at the end of the first paragraph?
3. Is the thesis clearly evident throughout the paper?
4. Is the opening paragraph an interesting introduction to the topic?
5. Does each paragraph begin with a topic sentence?
6. Does each paragraph begin with a transitional tag?
7. Are the paragraphs four to seven sentences long?
8. Do the sentences show some variety in length and complexity?
9. Do long sentences exhibit parallel construction?
10. Are semicolons properly used?
11. Are sentences complete and correct without fragments, run-ons and comma splices?
12. Are excess words eliminated?
13. Are sentences clear and unambiguous?
14. Is the message stated as briefly and as clearly as possible?
15. Have the spelling and capitalization been checked?
16. Has the agreement of all verbs and subjects been checked?
17. Are generalizations supported by specific examples?
18. Is the final paragraph conclusive without being repetitive?
19. Is the tone appropriate? That is, no sarcasm or apologies.
20. If quotations are used, are they accurate?
21. If documentation is necessary, is it provided?
22. Is the heading or cover page completed?
23. Has the tense been kept consistent?
24. Has a third person viewpoint been maintained rather than a first person (I) or second person (you)?