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Essay

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Writing

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Checklist

Follow this checklist to ensure your essay or paper has all the elements.

Introduction:

- The topic has been effectively introduced to the reader
- Thesis is clearly stated and written at the end of the introductory paragraph
- The thesis statement answers the research question or prompt

Body Paragraph 1:

- Main idea clearly stated
- Main idea fully discussed
- Expert info used and cited
- Evidence to support argument used effectively
- Effective paragraph flow and structure used effectively
- Transition to next idea included

Body Paragraph 2:

- Main idea clearly stated
- Main idea fully discussed
- Expert info used and cited
- Evidence to support argument used effectively
- Effective paragraph flow and structure used effectively
- Transition to next idea included

Body Paragraph 3:

- Main idea clearly stated
- Main idea fully discussed
- Expert info used and cited
- Evidence to support argument used effectively
- Effective paragraph flow and structure used effectively
- Transition to conclusion included

Conclusion:

- An effective transition from the body paragraphs is present
- Connections between ideas from body paragraphs have been made
- Thesis is restated (but not word-for-word)

Citations:

- All outside ideas and sources have a citation
- References and citations are properly formatted
- The appropriate amount of scholarly sources have been used
- Reference page is included

Editing & Style:

- Formal, third-person language is used with appropriate flow
- Sentences are concise and free from unnecessary wordiness and extra content
- Grammar and spelling is correct, including avoiding the use of contractions (“don’t,” “it’s,” “can’t,” etc.)
- Paper/essay has been proofread by you and by another person with corrections included.