

# Essay Writing Checklist

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*Ask yourself these questions before turning in your essay. Place a check mark for each criteria you meet.*

| Skill / Criteria                                                                                                              | Check ✓                  |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Introduction</b>                                                                                                           |                          |
| Is my introductory paragraph at least 5 sentences long?                                                                       | <input type="checkbox"/> |
| Did I move from general ideas to specific focus?                                                                              | <input type="checkbox"/> |
| Is my thesis statement clearly stated at the end of the introduction?                                                         | <input type="checkbox"/> |
| Do I have a thought-provoking sentence/hook in my introduction?                                                               | <input type="checkbox"/> |
| <b>Body Paragraphs</b>                                                                                                        |                          |
| Does each body paragraph begin with a clear topic sentence (TS)?                                                              | <input type="checkbox"/> |
| Do I have at least 8 sentences per body paragraph?                                                                            | <input type="checkbox"/> |
| Did I include 2 pieces of evidence using the TLQ (Transition + Lead-in + Quote) format?                                       | <input type="checkbox"/> |
| Did I provide at least 2 sentences of commentary for each piece of evidence in my paragraph?                                  | <input type="checkbox"/> |
| Does every sentence in my paragraph support my thesis?                                                                        | <input type="checkbox"/> |
| Did I end each body paragraph with a concluding sentence that connects back to my topic sentence and/or transitions smoothly? | <input type="checkbox"/> |
| <b>Conclusion</b>                                                                                                             |                          |
| Did I restate my thesis in new words?                                                                                         | <input type="checkbox"/> |
| Did I summarize the main points of my essay?                                                                                  | <input type="checkbox"/> |
| Did I leave my reader with a final thought or lasting impression?                                                             | <input type="checkbox"/> |
| Did I avoid adding new evidence in my conclusion?                                                                             | <input type="checkbox"/> |
| <b>Do's &amp; Don'ts Check</b>                                                                                                |                          |
| Did I use formal academic language (no slang, no texting)?                                                                    | <input type="checkbox"/> |
| Did I avoid contractions (can't, won't, don't)?                                                                               | <input type="checkbox"/> |
| Did I avoid using first person (I, me, we, our, you)?                                                                         | <input type="checkbox"/> |
| Did I stay on topic and avoid repeating the same point?                                                                       | <input type="checkbox"/> |
| Did I proofread for grammar, spelling, and clarity?                                                                           | <input type="checkbox"/> |