

	Essay Checklist	
Mind Map	<p>Create an outline for your ideas.</p>	
Outline	<p>Outline <input type="text" value="Name"/></p> <p>Topic Sentences: <hr/><hr/></p> <p>Point 1: ☆ <input type="text"/> <input type="text"/> Details: <input type="text"/></p> <p>Point 2: ☆ <input type="text"/> <input type="text"/> Details: <input type="text"/></p> <p>Point 3: ☆ <input type="text"/> <input type="text"/> Details: <input type="text"/></p> <p>Conclusion: <hr/><hr/></p> <p><small>© 2011 Otw, Inc. www.OtwWorksheets.com 1 of 1</small></p>	
Rough Draft	Write your first draft of your essay.	
Self Edit	Use Checklist.	
Revision 1	Include new edits and changes to essay.	
Peer Edit	Use Checklist.	
Revision 2	Include partner's edits and changes to essay.	
Teacher Edit	Teacher will also use checklist	
Final Revision	Include teacher edits and changes to essay.	
Grade	Grade your essay using the rubric.	

Outline

Name _____

Topic Sentence:

Point 1: ★ _____

Details:

Point 2: ★ _____

Details:

Point 3: ★ _____

Details:

Conclusion:

Self EDITING AN ESSAY: A BASIC CHECKLIST

Opening

- first paragraph includes a clear thesis statement
- opening discussion leaves the reader with a good idea of the subject and scope of my essay
- opening touches briefly on the major points that will be raised later

Body

- the body of the essay forms a structured line of argument supporting my thesis
- each paragraph has a topic sentence that indicates its overall main point
- each paragraph makes a single point, and all details in help to support or explain this point

Conclusion

- the reader is reminded of my thesis and main points
- there is a well developed closing discussion about what my essay has proved

Language

- the style of language is suitable (usually this means no slang, abbreviations, no contractions)
- phrasing is clear and concise, without repetitions or awkward passages
- spelling and word usage have been checked

Sentences and Punctuation

- all my sentences are complete (sentence fragments have been eliminated)
- run-on sentences (two or more sentences written as one) have been corrected
- punctuation has been checked, with special attention to commas

Grammar

- the essay has been read through with special attention to grammar
- pronoun agreement and subject-verb agreement have been checked
- all verbs are in the right tense, without any unnecessary tense shifts
- possessives are correctly formed, with apostrophes in place

Mechanics

- all proper nouns, titles, and headings are capitalized
- titles of brief works (essays, articles, short stories, etc.) are in quotation marks
- titles of books, plays, newspapers, magazines, etc. are in italics or underlined
- quotations are properly indicated (brief ones in quotation marks, long ones set off and indented)

Peer EDITING AN ESSAY: A BASIC CHECKLIST

Opening

- first paragraph includes a clear thesis statement
- opening discussion leaves the reader with a good idea of the subject and scope of my essay
- opening touches briefly on the major points that will be raised later

Body

- the body of the essay forms a structured line of argument supporting my thesis
- each paragraph has a topic sentence that indicates its overall main point
- each paragraph makes a single point, and all details in help to support or explain this point

Conclusion

- the reader is reminded of my thesis and main points
- there is a well developed closing discussion about what my essay has proved

Language

- the style of language is suitable (usually this means no slang, abbreviations, no contractions)
- phrasing is clear and concise, without repetitions or awkward passages
- spelling and word usage have been checked

Sentences and Punctuation

- all my sentences are complete (sentence fragments have been eliminated)
- run-on sentences (two or more sentences written as one) have been corrected
- punctuation has been checked, with special attention to commas

Grammar

- the essay has been read through with special attention to grammar
- pronoun agreement and subject-verb agreement have been checked
- all verbs are in the right tense, without any unnecessary tense shifts
- possessives are correctly formed, with apostrophes in place

Mechanics

- all proper nouns, titles, and headings are capitalized
- titles of brief works (essays, articles, short stories, etc.) are in quotation marks
- titles of books, plays, newspapers, magazines, etc. are in italics or underlined
- quotations are properly indicated (brief ones in quotation marks, long ones set off and indented)