

**Essay Checklist:** To ensure you have a complete essay, **you will want to check off all of the following:**

**Student Name:**

**PAPER TOPIC:**

- \_\_\_\_\_ The essay responds to all parts of the assignment and effectively fulfills all the requirements.
- \_\_\_\_\_ The essay is an analysis of/argument about the text(s).

**PAPER FORMATTING:**

- \_\_\_\_\_ The essay is double spaced with 1 inch margins at the top, sides and bottom of each page.
- \_\_\_\_\_ There is no extra spacing between paragraphs, just half inch indents at the start of each paragraph.
- \_\_\_\_\_ The essay meets the minimum page requirements.
- \_\_\_\_\_ The paper title is appropriate, creative and draws in reader interest.
- \_\_\_\_\_ The title page and numbering are properly formatted according to standard conventions (i.e. MLA).
- \_\_\_\_\_ The names of the texts are properly formatted (names of longer works like books and plays are italicized or underlined, and titles of shorter works like chapter titles and short stories are in quotes)
- \_\_\_\_\_ I included a Work Cited page citing the primary text I wrote about as well as any outside research.

**INTRODUCTION:**

- \_\_\_\_\_ My introduction names the text(s) I am analyzing (title & author).
- \_\_\_\_\_ My introduction contains a thesis that is clear and arguable and has a clear “so what?”
- \_\_\_\_\_ My introduction is quick to capture reader interest and strongly orients the reader.

**BODY PARAGRAPHS:**

- \_\_\_\_\_ Each paragraph has a clear topic sentence stating a claim that directly supports the thesis.
- \_\_\_\_\_ Each paragraph contains supporting information (evidence) and analysis (so what?).
- \_\_\_\_\_ The paragraphs are focused, fair, reasonable, logical and contain clear transitions.

**CONCLUSION:**

- \_\_\_\_\_ The conclusion leads to a larger significance and does not simply summarize the points made.

**PLAGIARISM:**

- \_\_\_\_\_ I have not plagiarized in this paper and know the repercussions if I have plagiarized.
- \_\_\_\_\_ I have cited all borrowed ideas and put all borrowed language in quotes.

**INTEGRATING SOURCES:**

- \_\_\_\_\_ I have included quotes and paraphrases from the reading.
- \_\_\_\_\_ All quotes are connected to phrases that introduce them—there are no “dropped” quotes.
- \_\_\_\_\_ I have followed all quotes with page numbers in parenthesis (and/or author depending on citation).
- \_\_\_\_\_ All quotes fit in logically and are accompanied with analysis that expresses the quote’s significance.
- \_\_\_\_\_ If I used outside research, it was credible, it met the required number of sources, and it was used to directly support my argument.

**STYLE:**

- \_\_\_\_\_ I have crafted sentences with attention to word choice, sentence combining, sentence variety, parallelism and have eliminated wordiness to create concise, purposeful and coherent sentences.

**GRAMMAR-PUNCTUATION-SPELLING:**

- \_\_\_\_\_ The paper is carefully proofread and the sentence-level errors have been corrected.