

# Mrs. Laychuk's Essay Checklist



It is imperative that you check each of the following off before you hand in your essay.

- INTRODUCTION:** Does the introduction concisely **address the topic** and **indicate the direction** of the argument? Have I **answered the question** adequately? ( - the question, the whole question and nothing but the question!) Is my **thesis** clear (does it contain an opinion plus three reasons)?
- CONCLUSION:** Does the conclusion **draw together** the stages of the argument and provide a **convincing answer** to the essay question?
- STRUCTURE:** Is there a **clear, logical structure**?
- PARAGRAPHS:** Does each body paragraph cover only **one** main issue and is there a **coherent connection** between paragraphs? Does each body paragraph include at least three supporting details with adequate explanations (no rabbit trailing)?
- PUNCTUATION:** Is it **accurate**? (If unsure, try reading work aloud to check for pauses, indicating the need for commas, etc.)
- STYLE:** Is it **formal** and academic? - no slang expressions, no short forms such as "don't" or "it's", no sweeping statements, no emotive words, etc.
- SPELLING and GRAMMAR:** Are they **accurate**? (Have I had at least two people, other edit my essay)?
- WORD COUNT:** Does the essay **comply** with the word limit (if applicable)?
- QUOTATIONS:** Are the quotations **presented consistently** and **accurately**? In other words, are they integrated correctly, using correct MLA format?
- WORKS CITED:** Is the bibliography **complete** and **presented consistently** and **accurately** following correct MLA format?
- PLAGIARISM:** Have I provided **adequate references** to material consulted for the essay in order to avoid plagiarism?
- MLA:** Have I followed correct MLA procedures for my title page, the first page of my essay, page numbering, line spacing, font style and size (Times New Roman, size 11) and Works Cited page?
- TENSE:** If this is a formal essay, have I written in the present tense throughout the **entire** essay?
- LANGUAGE:** If this is a formal essay, have I used gender-neutral language throughout?
- POINT OF VIEW:** If this is a formal essay, have I avoided the use of first person ("I")?
- IS THIS THE BEST I CAN DO?** In other words, have I sat alone in my room or in my car (stereo off) or in some other quiet place, reading my essay aloud at least three times?