

Essay Checklist - Check your own paper for each of the following points:

Introduction

- Does the introduction to the essay/research paper introduce the topic and state a clear issue or area of the topic to be discussed? The introduction sets the stage for the rest of the paper.
- Is there a clear thesis statement? Can you point to one sentence that tells the purpose of the paper and the areas to be discussed?
- Does this thesis forecast the structure and the organization of the paper? What points will be addressed and in what order?
- Is the introductory paragraph well constructed, with at least three (3) sentences? Are the words vague or precise? YOU know what you want to say, but does your reader understand?
- Are there quotes? Are they necessary in the introduction? Can you save this information for the body of the paper when you will need examples? Is the quote documented correctly?

Body of the Paper (each paragraph in this section should make a point, clear and separate from the other paragraphs. You have to have a reason to paragraph)

- Does each paragraph begin with an introductory topic sentence that states the point of the paragraph and how it relates to the thesis?
- Is quoted material effectively introduced and related to the point of that paragraph, supporting the topic sentence? This means that no quote should stand alone as a sentence; it must have some of your words somewhere, either as an intro into the quote or at the end as a tag for who said the quoted material.
- Does the point of the paragraph logically support the thesis?
- Are strong assertions proven by information from the original or secondary sources?
- Are quoted and paraphrased material documented properly?
- Does the paragraph close with an effective concluding sentence that rephrases the point?
- If the paragraph begins or ends with quoted material, is this material being used effectively?
- Does the thesis need to be changed to more clearly reflect the argument?

Closing

- Are the major points made in the body paragraphs restated, and do they all relate back to the thesis? Does the thesis truly reflect the entire paper? If not, change the thesis to encompass the entire scope of the paper.
- Are the quotes used in the closing necessary and documented properly?
- Are any new points added to the closing? This is not the place for new information. If you need to make another point, it must be added to the body paragraphs.
- Do the introduction and the conclusion mirror each other in content? Do not simply copy the introduction, but allow the conclusion to reiterate the points of the paper that have been established in the introduction.

Essay Worksheet

Paragraph	Topic Sentence	Support	Transition
Introduction	Topic	Information	Thesis
Body 1	Topic sentence	Facts, sources, examples	Last sentence of paragraph
Body 2	Topic sentence	Facts, sources, examples	Last sentence of paragraph
Body 3	Topic sentence	Facts, sources, examples	Last sentence of paragraph
Conclusion	Repeat thesis	Sum up information	Sell it!