In-Class Essay Checklist

Check off each step you do (i.e., show that you have done this work.

—— The essay is titled (*more than a broad, one- or two-word title--a title that gets at the essence of the paper, suggests the main point)

—— The essay is double-spaced

—— The essay is fully developed (4-6 pages handwritten, 2-3 pages wordprocessed)

—— The introduction sets the context, leads the readers into the essay, and directly states the main point (is approximately 1/2 to 2/3 of a page in development)

—— The main point is stated as either:
  1) the first sentence of the introduction
  2) the last sentence of the introduction

—— Underline the main point

—— Smooth, fluid, and logical/clear transitions are used to move between subtopics

Attach the proofreading checklist and proofread for all, especially the following:

1) fragments
2) run-ons
3) comma-splicese
4) apostrophe errors (either through overuse or underuse)
5) misspellings
6) missing words
7) punctuating compound sentences and the end of dependent clauses
8) missing suffixes or parts of words
9) excessive use of commas (unnecessary commas)

—— Work through and attach the Editing Worksheet