

THE ESSAY CHECKLIST

Introduction:

- Does the essay contain a clear thesis? Does it answer the question being asked of me? Have I taken a definitive stance I wish to argue in favor of?
- Does my introduction clearly state my thesis, and does it prepare the reader for what they are about to read?

Argumentation/Outline:

- Are the points of my argument clear and well defined?
- Is the argument well organized? Does it develop the thesis as a necessary conclusion?
- Does my argument have enough research to support its points?
- Is every paragraph unified by a strong topic sentence or topic idea? Does each paragraph lead logically to the next?

Research:

- Does my argument have enough research to support its points?

Conclusion:

- Does my conclusion summarize my argument and point back to my thesis?
- Is the conclusion effective? Do I move beyond a summary to make thoughtful comments on the implications of my argument? Do I leave the reader with something to think about?

Citation:

- Are all sources accurately quoted and adequately supported?
- Have I cited those sources properly? Do they match the proscribed style for this course?

Style:

- Is my style clear and concise?
- Do I generally use the active and not the passive voice?
- Have I eliminated unnecessary words?
- Is the essay title interesting or at least informative?

Adapted from: Norman, Colin. *Writing Essays: A Short Guide*. 2nd ed. Kingston, ON: Queen's UP, 2001.