# Essay Checklist

Before you begin

**○** Did you read the prompt or instructions for the essay?

**○** Did you create an outline or brainstorm to formulate your ideas?

**○** Did you use the proper formatting for your paper (MLA, APA, etc.)?

Introduction

**○** Did you address the prompt or instructions in your introduction?

**○** Did you effectively introduce the topic or theme to the reader?

**○** Do you have a clear thesis? Is it arguable?

Body

**○** Is the main idea or theme of your paragraph clearly stated?

**○** Do you have evidence to support your argument?

**○** Did you include a topic sentence or main idea in each paragraph?

**○** Did you include transitions between paragraphs and sentences for flow?

**○** Did you introduce any quotes used and analyze them before moving on?

Conclusion

**○** Did you reaffirm your thesis?

**○** Did you use the information from the introduction and body to draw your conclusions?

**○** Did you reread your essay?

Style/Editing

**○** Did you stay on topic and avoid unnecessary detours?

**○** Did you use formal language?

**○** Did you use a consistent voice and tone throughout your essay?

**○** Did you use appropriate language and avoid slang?

**○** Did you remove all the contractions (don’t, won’t, etc.)?

**○** Did you clarify your sentences to eliminate unnecessary words or phrases?

**○** Did you proofread for spelling and grammar errors?

**○** Do you have a clear introduction, body and conclusion?

**○** Did you reread your essay a second time?

**○** Did you have your essay read by a peer or a Writing Center tutor?

References/Sources

**○** Did you use in-text citations for your quotes or paraphrasing?

**○** Did you use scholarly or credible sources?

**○** Did you properly format your citations (MLA, APA, etc.)?

**○** Did you include a works cited/bibliography/reference page?