WRITER'S CHECKLIST

I. ORGANIZATION

A. Introduction:  
   1. Will it catch the reader's interest? (Would it catch yours?)  
   2. Does it logically lead to the thesis sentence?  
   3. Is the thesis sentence specific and clear?  
      Does it make a significant point?  

B. Body:  
   1. Does each paragraph have a clear topic sentence or a central idea?  
   2. Do these central ideas provide support for the thesis?  
   3. Are the central ideas supported with plenty of concrete evidence and details?  
   4. Are transitions used to provide a smooth flow from sentence to sentence?  
      From paragraph to paragraph?  

C. Conclusion:  
   1. Does it unify the main ideas of the paper in a fresh way rather than just repeat the introduction?  
   2. Does it reaffirm the significance of the thesis?  
   3. Does it provide a sense of completion?  

II. EXPRESSION

A. Are the sentences structured so that their meanings are clear to the writer and the reader?  

B. Is the language specific and concrete rather than vague and abstract?  

C. Are the ideas expressed in fresh, original language rather than in trite, worn-out phrases?  

III. USAGE  

A. Problems of usage:  
   1. sentence fragments  
   2. run-on sentences  
   3. incorrect subject/verb agreement  
   4. incorrect noun/pronoun agreement  
   5. vague pronoun reference  
   6. dangling modifiers  

Yes  No
7. misplaced modifiers
8. faulty predication
9. overuse of passive voice
10. overuse of "to be" verb
11. shift in verb tense

B. Mechanics:

1. comma errors
2. spelling errors
3. comma splices
4. semi-colon errors
5. colon errors
6. dash or hyphen errors
7. apostrophe errors
8. quotation mark errors

Note: Would you be interested in reading your own paper if someone else had written it?

Did you proofread your paper carefully and thoroughly? (Use a dictionary!)