

WRITER'S CHECKLIST

I. ORGANIZATION

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 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

- | | <u>Yes</u> | <u>No</u> |
|-------------------------------------|------------|-----------|
| 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 | _____ | _____ |

- | | | |
|-----------------------------|-------|-------|
| 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 | _____ | _____ |

<u>Yes</u>	<u>No</u>
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Note: Would you be interested in reading your own paper if someone else had written it?	_____	_____
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Did you proofread your paper carefully and thoroughly? (Use a dictionary!)	_____	_____
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