

ESSAY CHECKLIST

NAME _____

INTRODUCTION

- _____ Do they introduce the general topic at the start?
- _____ Do they use a general opening or a definition? (circle one)
- _____ Does the writer use word and idea hooks?
- _____ Are there 5 sentences of lead in before pros?
- _____ Are the three pro points listed before the thesis? (PR- Underline 3 pros and label them)
- _____ Are the pro points worded using parallel structure?
- _____ Is the last sentence the thesis? (Your opinion not using "I") Write THESIS beside it.

SECOND PARAGRAPH

- Example- While opponents of part time jobs for high school students say the jobs take time away from studies, part time jobs teach responsibility.
- Which method does the writer use to go from con to pro? (**PR- Underline and label Con 1 and Pro 1**)
 - _____ Con in a subordinate clause (Although, Even though, While) then a comma and the pro point.
 - _____ Con in a sentence. "But" transition, then pro point. (Yet, However, Nevertheless)
 - _____ Is someone else (parents, teachers, opponents of...etc) saying the con?
 - _____ Is the pro used in this paragraph the first pro mentioned in the introduction? (it should be)
 - _____ Do they have a footnote with the period after the footnote?
 - _____ Does the word in the footnote match the start of one of the bibliography entries?
 - _____ How many sentences develop the pro point? (1 – 3 probably F paragraph, 4 probably D paragraph)
(Do not count the Con and pro sentences and the clincher)
 - _____ Do they use any of these to develop the point? Circle one- explanation, example, statistics)
 - _____ Does the clincher restate the pro point (not the con or the Thesis) of the paragraph?
 - _____ Does the clincher sentence start with a transition that means "so"? (Thus, Therefore, Consequently)

THIRD PARAGRAPH

- Example- Some parents say part time jobs detract form time spent with the family. Part time jobs, however, provide necessary spending money for the students.
- Which method does the writer use to go form con to pro? (Should not be the same method as paragraph 2) (**PR- Underline and label Con 2 and Pro 2**)
 - _____ Con in a subordinate clause (Although, Even though, While) then a comma and the pro point.
 - _____ Con in a sentence. "But" transition (such as Yet, However, Nevertheless), then pro point.
 - _____ Is someone else (parents, teachers, opponents of...etc) saying the con?
 - _____ Is the pro used in this paragraph the second pro mentioned in the introduction? (it should be)
 - _____ Do they use any of these to develop the point? Circle one- explanation, example, statistics)
 - _____ Do they have a footnote with the period after the footnote?
 - _____ Does the word in the footnote match the start of one of the bibliography entries?
 - _____ How many sentences develop the pro point? (1 – 3 probably F paragraph, 4 probably D paragraph)
(Do not count the Con and pro sentences and the clincher)
 - _____ Does the clincher restate the pro point (not the con or the Thesis) of the paragraph?
 - _____ Does the clincher sentence start with a transition that means "so"? (Thus, Therefore, Consequently)

FOURTH PARAGRAPH

- _____ Does the 4th paragraph begin with a transition telling the reader it has a new point?
(Furthermore, Moreover, In addition) (**PR-Underline Pro 3**)
- _____ How many sentences develop the pro point? (1 – 4 probably F paragraph, 5 probably D paragraph)
(Do not count the Con and pro sentences and the clincher)
- _____ Do they have a footnote in parenthesis with a period AFTER THE PARENTHESIS?
- _____ Is the pro used in this paragraph the third pro mentioned in the introduction? (it should be)
- _____ Do they use any of these to develop the point? Circle one- explanation, example, statistics)
- _____ Do they have two footnotes with the periods after the footnotes?
- _____ Does the word in the footnote match the start of one of the bibliography entries?
- _____ Does the clincher restate the pro point (not the Thesis) of the paragraph?
- _____ Does the clincher sentence start with a transition that means "so"? (Thus, Therefore, Consequently)

CONCLUSION (Restate your thesis and pro points, add nothing new and don't restate con)

- _____ Does the first sentence restate the thesis in different wording?
- _____ Does the second sentence restate the first pro point?
- _____ Does the third sentence begin with an "and" transition (also, furthermore, in addition) and restate the second pro point?
- _____ Does the fourth sentence begin with a transition that means an additional point that is also a final point? (Lastly, Finally) and restate the third pro point?
- _____ Do they avoid adding any new information that wasn't in the body of the essay?
- _____ Are the 3 pros in the same order in the intro, body, and conclusion?

BIBLIOGRAPHY

- _____ Is the page numbered? (It shouldn't be)
- _____ Is every line indented EXCEPT the first one? (They should be)
- _____ Are the lines within one entry single spaced? (They should be)
- _____ Are the entries in alphabetical order? (They should be)

