

Essay Checklist: use while editing and before submitting essay

Introduction Paragraph

- Name of author
 - Title of story/novel
 - Very general synopsis of plot
 - Underlined thesis statement
 - Three main points to be discussed in essay
 - Climax of introductory paragraph
 - Intro builds up to thesis - not just thrown in at end
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1st Body Paragraph

- Discusses first of three points in thesis
 - Each statement backed by quote or specific example
 - Every point highly specific
 - Includes short, properly framed and punctuated quote
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2nd Body Paragraph

- Discusses second of three points in thesis
 - Each statement backed by quote or specific example
 - Every point highly specific
 - Includes short, properly framed and punctuated quote
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3rd Body Paragraph

- Discusses third of three points in thesis
 - Each statement backed by quote or specific example
 - Every point highly specific
 - Includes short, properly framed and punctuated quote
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Concluding Paragraph

- Thesis has been reviewed and reworded
 - Briefly overviews main points made
 - Includes a Universal Statement
 - Discusses author's theme and/or purpose
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General Guidelines

- All pronouns are clear and not overused
 - All verbs are in the same tense (present or past)
 - No use of "I", "you", "in my opinion", "you can see"
 - No conversational language or slang
 - No use of contractions (can't, doesn't, wouldn't)
 - Sentence structure varies (does not always begin w/ subject)
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Items to include in Essay Packet

- Evaluation sheet (w/ name, date, period filled in)
- Title page (appropriately chosen title, plus your name, date, teacher, and period)
- Final draft
- Self-edited draft
- Peer-edited drafts (signed; minimum of 2)