

Writer: _____ Date: _____

Format

My essay is correctly formatted (title centered, first line of every paragraph indented, margins on both sides, double-spaced). yes no

Mechanics

I checked punctuation, capitalization, and spelling. yes no

Content and Organization

My essay has all three parts: introduction, body, and conclusion. yes no

I used block or point-by-point organization. (Underline one.)

If I used block organization, I inserted a transition sentence or transition paragraph between the two blocks. yes no

Introduction: Type of introduction I used (funnel, historical background, surprising statistics, dramatic story, etc.): _____

The introduction ends with my thesis statement. yes no

Body: The body has _____ paragraphs. The topics of the body paragraphs are as follows:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

(If there are more or fewer paragraphs, add or delete lines.)

Unity: Each paragraph discusses only one main idea, and there are no sentences that are “off the topic.” yes no

Coherence: Each paragraph has coherence. My essay flows smoothly from beginning to end. yes no

I repeat key nouns. yes no

I use transition signals and comparison/contrast signal words to show relationships among ideas. yes no

I use transitions to link paragraphs. yes no

Conclusion: The conclusion (a) summarizes the main points or (b) paraphrases the thesis statement. (Circle one.) The writer adds a final comment or thought on the topic to leave a final impression on the reader.

Grammar and Sentence Structure

**Number found
and corrected**

I checked my essay for _____ errors. _____
(verb tense, article, etc.)

I checked my essay for _____ errors. _____

I checked my essay for _____ errors. _____