



Writing Checklist

Essay writing is a step-by-step process. This checklist is a guide to those steps. Remember that tutors are available to help you with any issues you have during the process.

Plan

A. Read and understand the assignment	
B. Choose a topic	
C. Narrow your topic	
D. Start thinking about your thesis/claim/central idea	
E. Locate sources, see a librarian if necessary (research paper)	

Outline in point form

A. Organize your main points for the body paragraphs	
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Write the first draft

A. Introduction	
B. Thesis/Purpose Statement	
C. Body of the essay: Points of discussion and supporting evidence	
D. Conclusion	

Revise

A. Thesis/claim/central idea clearly written	
B. Clear topic sentences related to thesis	
C. Body paragraphs developed with supporting points	
D. Written in your own words (no plagiarizing, avoid discriminatory language)	
E. Conclusion matches thesis statement	

Edit and proofread

A. Logical organization	
B. Clarity (clear and concise)	
C. Word usage	
D. Grammar	
E. Punctuation	
F. Spelling and capitalization	

Follow your instructor's guidelines on presentation (fonts, margins, title page, etc.).