The Learning Centre

Essay Checklist

Introduction
□ Clearly expresses the topic, focus and scope of your essay.
□ Engages reader by using an interesting analogy, startling statistic, intriguing quotation or other captivating technique.
□ Thesis statement clearly proposes the main argument or point of view of the essay.

Body Paragraphs
□ Topic sentence clearly states the central point in each paragraph.
□ Clear paragraph focus -- one distinct point per paragraph.
□ Develops paragraph using specific examples, in-depth analysis, compare and contrast analogies, quotations, etc.
□ Demonstrate cohesion and strong connections by:
  ▪ Integrating transitional words and phrases.
  ▪ Referring to the central thesis/argument or introducing the next point at the end of a few paragraphs.
□ For Research Essay:
  ▪ Paragraph points well supported with quotes and paraphrases from research.
  ▪ All quotes, paraphrases, and summaries are correctly cited using APA, MLA or Chicago Style (per assignment).
  ▪ Essay includes thoroughly documented Works Cited or References page using specified documentation style.

Conclusion
□ Continues to engage and expand critical thinking already present in essay.
□ Provides closure while broadening to consider larger implications.
□ Fresh and thought-provoking, causing reader to think more deeply about issue.

Edit & Format
□ Complete spelling/grammar check and review common errors in grammar & punctuation (run-on/comma splices, commas, apostrophes, etc.)
□ Follow assignment requirements or use MLA, APA, or Chicago Style guidelines to check:
  ▪ Formatting -- margins, headings, page numbers, cover page, etc.
  ▪ Personal/course information --- on cover page or first page of essay.
  ▪ In-text citations (quotes, paraphrases, summaries) and Works Cited/References page using MLA, APA or Chicago Style guides.