

Name _____

Title _____

Edit Checklist

Directions

Use the questions below to review your essay.

Check off each question after you've answered it to the best of your ability.

Staple this checklist to the TOP of your essay.

Ideas

- Does my paper have a clear focus?
- Have I included enough details and specific examples to make my topic understandable and interesting?
- Have I eliminated all unnecessary information so that my paper isn't bogged down in trivia?

Organization

- Does my paper have a title that reflects the main idea? (*Not* "English Essay" or the title of the work of literature I'm writing about.)
- Do I have one or two sentences at the beginning of my essay that grab the reader's attention?
- Is the last sentence of my introduction a thesis statement which tells the reader the main idea of my essay in a single sentence?
- Does each body paragraph begin with a topic sentence, an *idea* that applies to *all* of the information in the paragraph?
- Do all of the details and examples in the paragraph relate to the topic sentence?
- Does each body paragraph end with a concluding sentence that explains how my examples prove my main idea or wraps up the explanation in some other way?
- Does the conclusion of my essay summarize the main points *without* repeating the words and phrases that appear in the body paragraphs?
- Does the conclusion end with a strong statement?
- Do I have smooth transitions between paragraphs and between ideas within a paragraph?

Word Choice

- Do all of my word choices accurately reflect what I want to say?
- Have I used powerful verbs and nouns to create vivid images in the reader's head?
- Have I avoided the use of "you" except in dialogue or in direct quotations?
- Have I avoided the words, "I think"?

Sentence Fluency

- Have I eliminated all run-on sentences?
- Have I eliminated all sentence fragments?
- Have I used standard English grammar so that my sentences sound logical when I read them out loud?
- Are all of my verbs in one tense?
- Do my pronouns agree with the noun they replace?
(Pinky, a female pig = she)
- Can the reader clearly understand what noun a pronoun replaces?

Voice

- Is the tone of my paper appropriate for the audience?
- Does my writing reflect my personality and/or the way I feel about the topic?

Conventions

- Have I begun each sentence with a capital letter?
- Have I made sure that capital letters are *not* used in the middle of a sentence unless the word is a proper noun?
- Have I ended each sentence with the proper punctuation?
- Have I punctuated titles correctly? (Underlined or in italics for book, play, or movie titles and quotation marks for poems, short stories, or songs.)
- Have I used quotation marks correctly?
- Are all of my words spelled correctly?
- Is my essay double-spaced?