

A Writer's Checklist

Before you write:

- 1) What is your main topic?
- 2) What is your purpose? What do you want to do in the essay?
- 3) Who is your audience?
- 4) What do you have to keep in mind about your audience?
- 5) What is your thesis?
- 6) Does the thesis contain both the general topic and your stand on the topic?
- 7) What kind of appeal do you plan to use for your audience? Logical? Emotional? Ethical?
- 8) What are your main points?
- 9) How will you organize those points?

After you have written:

- 1) Have you considered the logic of your argument?
- 2) Are your main points well supported?
- 3) Which of your points could use additional, external support? What kind of support? Facts? Statistics? Expert opinion?
- 4) Have you defined all your terms?
- 5) Is there anything else you want/need to add?
- 6) Does any paragraph need transition?
- 7) Are your sentences complete?
- 8) Do subjects and verbs agree?
- 9) Did you check spelling and punctuation?