

Writing Center Final Checklist for Essays and Research Papers

Organization:

- Has a clear and complete thesis statement
- Has an interesting and sufficient introductory paragraph
- Includes a concluding paragraph with reference to the thesis statement
- Uses appropriate transitions
- Uses sufficient supporting materials in each paragraph
- Demonstrates coherence and logical sequencing
- Keeps a consistent point of view (1st or 3rd person)
- Keeps a consistent and appropriate tense

Sentence Structure:

- Avoids run-on sentences
- Avoids sentence fragments
- Avoids comma splices
- All subjects and verbs agree
- Uses correct pronoun reference and agreement
- Varies sentence structure
- Uses parallel structure

Mechanics:

- Uses correct spelling
- Uses correct end punctuation
- Uses quotation marks correctly
- Uses apostrophes correctly
- Uses commas correctly
 - ◇ In a series
 - ◇ After introductory material
 - ◇ In quotations
 - ◇ Non-essential material
 - ◇ Direct address
 - ◇ Between independent clauses joined with a coordinating conjunction
 - ◇ Between adjectives preceding a noun (where order does not matter)
- Uses semicolons and colons correctly
- Uses capitalization when appropriate

Word Choice:

- Uses words accurately
- Avoids unnecessary repetition
- Understands connotation/denotation

Format:

- Heading and title are to the teacher's specifications
- Margins and spacing are to the teacher's specifications