

ESSAY REVISION CHECKLIST

THE BIG STUFF

CITATIONS

WEAK WORDS

FORMAT

- HOOK**
- Exciting; interesting; wise
 - Not about specific topics from text
 - Not a quote from the text
- INTRODUCTION PARAGRAPH(S)**
- Mentions the title of the text
 - Mentions the author's name/topic
 - Narrows the context
 - Correct italics or quotation marks for title of text (italics if novel; quotation marks if essay/article/poem/short story)
 - Has a thesis statement
- THESIS STATEMENT/PROPOSITION**
- At the end of the introduction
 - Is clear and concise
 - Is opinionated/arguable; not a fact
- TOPIC SENTENCES**
- Each paragraph has one
 - Is the 1st sentence of the paragraph
 - Is opinionated/arguable; not a fact
 - Doesn't sound like the other topic sentences; it isn't repetitive
- BODY PARAGRAPHS**
- Are long enough per *idea/argument* (stretch your thumb & index finger as far as you can, then lower them to your paper to measure paragraph length)
 - Have at least two quotes from the text
 - Last sentence transitions to the next topic
- CONCLUSION PARAGRAPH(S)**
- Restates the thesis without restating the thesis (indirectly)
 - Brings back the image from your hook
 - Broadens out at the end to more universal ideas for all humanity
 - Answers the questions, "Why should I care?" and/or "Why does this matter?"
 - Has a solid last sentence

- USING QUOTES**
- Includes Works Cited (if necessary)
 - Formats page #s correctly (if necessary)
- Find a quote of yours and fix it so that is embedded seamlessly, like the ones that follow from *The Diary of Anne Frank*:
- She says, "I'm going to think of it as a boarding house. A very peculiar summer boarding house." (18)
- At this point his mother asks, "You'll be alright, Peter? You're not afraid?" (22)
- "And now let's have the song, Father... please...the song is the whole thing!" (33)
- In Peter's own words, he is a "sort of lone wolf," completely different from his parents and the rest of his family. (17)
- Later in the play, when Anne is fishing for compliments, "Margot's so good...sweet and bright and beautiful and I'm not," Peter is likely to share his thoughts. (47)
- He inhabited "the top floor of a warehouse and office building in Amsterdam, Holland," (20) where he "used to have his business." (22)

DELETE THESE NOW!

- FROM NEAR YOUR QUOTES**
- In that/this quote
 - This quote says
 - This is a perfect example
 - For example
 - This is an example

- DELETE FROM INTRODUCTION**
- I'm going to talk about
 - In this essay
 - I will be explaining
 - Have you ever...
 - Imagine
 - My point is
 - Don't start with a yes/no question
- DELETE FROM ANYWHERE IN YOUR ESSAY**
- In the story/book/play/novel
 - You/I/Our/We/US/Me/My
 - Exclamation points!!!! (2 per essay)
 - Well,...
 - Starting sentences with "And," "So," or "But"
 - I think
 - I feel
 - I believe
 - In my opinion
 - Nowadays
- DELETE FROM TRANSITIONS**
- First/Firstly
 - Second/Secondly
 - Third/Thirdly
 - Last/Lastly
 - In conclusion
- DELETE FROM CONCLUSION**
- In conclusion
 - This story teaches us
 - Thank you for reading my essay
 - As I said
 - As you can see
 - In conclusion
 - All in all
 - At the end of the day

- 12 pt. font
- Times New Roman
- Justified to the left
- Double-spaced
- Each paragraph indented 1/2 inch
- Last name and page number in a header at the top right corner
- Student information in the top left corner (make sure it is also double-spaced)
 - NAME
 - TEACHER
 - PERIOD
 - DATE
- Has appropriate and interesting title in the same font as the essay (no bold, italics, underlining, etc); doesn't say the type of essay (persuasive, narrative, etc)
- Space between paragraphs is the same as space between lines

VOICE/STYLE

- Doesn't use slang/internet language
- Checked for confusing wording
- Checked for repeated words/phrases
- Uses a variety of sentence structures
 - _____ # of simple sentences
 - _____ # of compound sentences
 - _____ # of complex sentences
 - _____ # of compound-complex sentences
- Checked for repeated conjunctions (for, and, nor, but, or, yet, so, because, since, while, although)
- Events in the story should be talked about in present tense
- I read my essay OUT LOUD at least ONE TIME to make sure words flow and make sense