



## Essay Editing Checklist

### General

- ☐ Name, date, period, and teacher in top left corner
- ☐ Interesting and informative title
- ☐ Typed, double spaced, readable font and size
- ☐ Present tense verbs used
- ☐ Vocabulary is varied (words are not repeated)

### Introduction

- ☐ Interesting hook
- ☐ Author, title, and short summary given
- ☐ Thesis statement lists your 3 points in order
- ☐ Thesis is specific and thoughtful

### Body Paragraphs

- ☐ Transitions between paragraphs
- ☐ Topic sentences introduce each point
- ☐ 1 or 2 quotations per body paragraph
- ☐ Evidence is clear, logical, and well-explained
- ☐ Transitions between ideas
- ☐ Concluding sentences

### Quotations

- ☐ Quotations are integrated – no dangling quotations!
- ☐ Context for quotation is given – who said it and what's happening?
- ☐ Proper punctuation used
- ☐ Page numbers in brackets
- ☐ Periods are placed outside the bracket
- ☐ Paragraphs do not start or end with quotations

### Conclusion

- ☐ Thesis is restated in different words
- ☐ Summary of points
- ☐ Interesting or insightful ending

### Spelling/Grammar

- ☐ Correct spelling
- ☐ Correct use of homophones: to/too, its/it's, there/their/they're, accept/except, etc.
- ☐ No run-on sentences
- ☐ No sentence fragments
- ☐ Correct capitalization (beginning of sentences, names, places, etc.)
- ☐ Correct punctuation (especially commas and apostrophes!)

### Expressions to avoid:

- ☐ "An example of this is when..."
- ☐ "This quote shows..."
- ☐ "On page 43..."
- ☐ "In chapter 30..."
- ☐ "I am going to talk about..."
- ☐ "This essay will talk about..."
- ☐ "My thesis statement is..."
- ☐ "I think this is because..."
- ☐ "etc." and "et cetera"

### Colloquialisms (casual language) to avoid:

- ☐ Contractions: "don't," "can't," "wouldn't," etc.
- ☐ "gonna," "wanna," "gotta," etc.
- ☐ "sort of," "kind of," etc.

### Comments: