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# Essay Writing: Editing Checklist

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(Put a ✓ or X in each box depending on whether the work does or does not meet the criteria and note comments in margins).

## Introduction

- Introductory sentence clearly tells you what the paper is about.
- Background information relates DIRECTLY to the specific topic.
- Background information leads to the thesis statement.
- Underline the thesis statement or note the lack of thesis in the margin.
- Number each point in the thesis 1,2,3, etc.

## Body Paragraph 1

- Does the topic sentence relate back to the thesis statement?
- Are there at least 2 examples of evidence for the point?
- Does the evidence directly support the point?
- Cross out any evidence that does not directly support the point.
- Is the relevance of the evidence explained?
- *\*Review the above 5 checklist items for all body paragraphs.*

## Conclusions

- Have different words been used to concisely restate the thesis?
- Have the main arguments been concisely summarized?
- Conclusions do not introduce new evidence. Cross out any new evidence.
- Identify the implications. Do the implications answer the question, “What should happen next?” or “Why is this important?”

## Editing

- Grammar
- Spelling
- Punctuation
- No Contractions
- Appropriate word choice
- Conciseness (no unnecessary words)

## References

- All references listed in the paper are given in the reference list.
- Correct documentation style (e.g., APA, MLA, Chicago etc.)



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## Grammar for Clarity

### Reducing Sentence Length

1. Underline the key information (not the example or details).
2. Divide the sentence into two or more. (First sentence with the key information. Second or following sentences with the examples, details or explanations).

### Editing Weak Verbs

1. Identify the verb.
2. If the verb is “weak” (like a “to be” verb), consider a stronger verb from other words in the sentence.
3. Create a new subject by asking “who or what” is doing the action of your new verb.
4. Reconstruct the sentence.

