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?
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?