Essay Structure Checklist Name of Writer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**“Down Draft” – Revision Process: Check off the following as they apply to your essay.**

**Introduction Paragraph:**

* Hook is unique, attention-grabbing, relevant to the topic (but not too specific), and inviting to the reader. (it does not use "Imagine," a dictionary definition, a question, an obvious statement, one word, etc.)
* The sentences following my hook begin getting more specific and contain NECESSARY background information (contextual information that the reader may need to understand your argument...the name of the book in italics and the author, characters mentioned, etc.)
* The contextual information between the hook and the thesis **flows into** your thesis (with your thesis being the most specific statement in your introduction).
* At the end of your introduction, there is a clear, specific, logical claim/argument about the text WITH valid, relevant reasoning that tells the reader what the paper/body paragraphs will be addressing.

**Body Paragraphs:**

* The body paragraphs each begin with a topic sentence that introduces the main idea of the paragraph (the FIRST body paragraph’s topic sentence should state the claim + the FIRST main idea mentioned in your thesis, the SECOND body paragraph’s topic sentence should state the claim + the SECOND main idea mentioned in your thesis, etc.)
* The next sentence should be a simple, concise introduction to the evidence (context of the evidence, including a signal phrase + comma for the quote if you used one).
* The next sentence should include evidence from the text (SPECIFIC parts of the text either directly quoted or paraphrased) that connects to the main idea in the topic sentence of the paragraph and DIRECTLY supports (or proves) the thesis.
* The evidence has an in-text citation after it: “Quote” (Last Name Pg.#) OR Paraphrase (Last Name Pg.#).
* The sentences following the evidence should be ANALYSIS – your analysis confidently and THOROUGHLY explains *how* your evidence proves your argument (there are no holes between your evidence and your argument—the reader can see your exact thought process in how the evidence you stated proves your thesis to be true).
* The last sentence of the body paragraph connects back to the thesis and helps transition to the next body paragraph (without sounding forced).
* There is no unnecessary information in the body paragraphs.

**Conclusion:**

* The first sentence of the conclusion restates the thesis in different words.
* The sentences following the restated thesis sum up the main ideas of the essay (one-sentence summary of each body paragraph’s main point)
* The conclusion enforces the purpose effectively (without any irrelevant information) to leave the readers with a logical reason they read your paper.
* The conclusion helps transition the readers OUT of the essay by going from a *specific* thesis/argument to a broader, worldly view to which the readers can connect/relate (connect the purpose/message to a larger world-view to which the readers can connect)

**“Up Draft” – Editing Process: Check off the following as they apply to your essay.**

* Title is unique, makes readers want to read the essay, and is relevant to the topic (does not contain the word, "Essay" or is the name of the book)
* Shows appropriate tone for the audience throughout the essay.
* There is clear and direct language which readers can understand (not confusing). Word choice used is fresh, strong, formal/academic, and appropriate for the topic.
* Essay is free of spelling errors.
* Essay is free of punctuation errors (specifically commas)
* Essay is free of contractions.
* Essay is in 3rd Person Point of View ONLY (he/she/they/people/one)
* There are no opinions in the essay.
* Characters are first introduced by their full name and then only referred to by the name they are called throughout the book.
* *Title of the book* is italicized and properly capitalized all throughout the essay.
* All aspects of MLA Format is followed (proper heading, proper citations, proper line spacing and indents, proper header, proper text size and font, proper margins)
* Organized in a LOGICAL order
* Sentence Structure and Transitions make the writing flow nicely