English 9

Fredericton High School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V. Marshall

**ESSAY CHECKLIST**

**Use the following checklist to revise, proofread, edit and improve your essay.**

|  |  |
| --- | --- |
| **Essay Requirement** |  |
| plain white paper (8 ½ x 11) |  |
| name and page number – top right corner |  |
| identifying info X 4 – top left of first page |  |
| double spaced throughout |  |
| at least 5 paragraphs |  |
| at least 4 – 6 sentences per paragraph |  |
| indent paragraphs |  |
| consistent verb tense |  |
| bibliography – follow the sample |  |
| introduction – author and book title |  |
| introduction – direction for essay (at least three points) |  |
| introduction – thesis statement |  |
| topic sentences for each body paragraph |  |
| transitions for each body paragraph |  |
| quotation in each body paragraph |  |
| citation after quotation (author / page number) |  |
| conclusion – thesis restated |  |
| conclusion – body paragraph topics summarized |  |
| conclusion – a point to ponder |  |