Writing Skills Checklist

Student Name: __________________________ Date: ____________

Class: ____________________________ Professor: ______________________

+ well done
✓ adequate
— needs work
NA not applicable in this assignment

Organization:

_____ Introduction—connects with the reader (gains interest or attention)
-- introduces main idea
-- uses a deliberate strategy that suits the writing context

_____ Thesis—stance, position, or interpretation is clear
-- Answers a clear, specific analytical question
-- Uses precise, specific language

_____ Entire essay is coherent (holds together or “flows” from section to section)

_____ No irrelevant material

_____ The focus on one main idea is clear and sustained throughout the essay

_____ Clear order runs through the essay

_____ Essay uses transitional and referential words and/or phrases/sentences between paragraphs

_____ Conclusion—wraps up the discussion and connects to main idea
-- uses a deliberate strategy that suits the writing context

Paragraphs/Development:

_____ Unified: -- each paragraph has a single controlling idea

_____ Developed: -- evidence is specific and sufficient (examples and details)
-- varied types of support illustrate and support the main ideas
-- the writer considers new angles and various viewpoints

_____ Coherent: -- thought progression within each paragraph is orderly and logical
-- ideas within the paragraph connect clearly to each other and to the thesis
-- transitional and referential expressions within the paragraphs enhance readability
Sentence Structure and Style:

____ Sentence structure is correct and effective (no fragments, comma splices, or run-on sentences)
____ Sentences are clear and concise (not wordy)
____ Sentences show variety and complexity
____ Sentences use correct diction (the wording “sounds right”)
____ Sentences use mature, varied vocabulary
____ Sentences show a consistent level of style/formality

Mechanics:

____ No/few grammatical errors (verb tense, subject-verb agreement, etc.) occur
____ No/few serious errors in usage
____ No/few spelling errors
____ Correct and effective punctuation

Sources:

____ Source materials used effectively to advance the writer’s argument or develop discussion
____ Source material is introduced and blended
____ All borrowed material is clearly attributed and documented in the text
____ In-text citations are in the correct format
____ Works Cited: --all sources cited in the text are listed on the Works Cited page
    -- all items listed on the Works Cited page are properly used and cited in the text
    -- correct form for individual entries
    -- page is formatted correctly

Comments: