

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: