

## 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:**