

Writing Checklist

Explain how Europe benefited from cultural diffusion during the period c. A.D. 1000 - 1500.

Check each of the following statements that are true. Any that are unchecked, please go back to the essay and correct them.

Subject Matter

Purpose

_____ Is your purpose apparent to the reader?

_____ Is your purpose fulfilled?

Thesis

_____ Is your thesis stated in one sentence?

_____ Is it stated in the introduction?

Meaning

_____ Are your statements always accurate?

_____ Are your statements always logical?

_____ Are there enough concrete examples to illustrate your meaning?

_____ Are there enough illustrations, facts, and reasons to adequately support your thesis?

Organization

Pattern

What scheme controls the order of your paper? (circle one)

chronology

cause & effect

comparison & contrast

relative importance of examples

other _____

Why did you choose one pattern or combination of patterns rather than another?

Coherence

- _____ Is it always clear how you progress from one thought to another?
- _____ Is the relationship of each paragraph to the thesis apparent?
- _____ Is your thesis evident throughout the paper?

Paragraphs

- _____ Does each paragraph have a topic sentence?
- _____ Does each paragraph have a transition?
- _____ Is each paragraph fully developed, unified, and coherent?

Conclusion

- _____ Does your conclusion truly end the paper?
- _____ Does the conclusion emphasize your thesis?

Style

Sentences

- _____ Do you vary your sentence structure and sentence length effectively?
- _____ Do you vary sentence openings effectively?
- _____ Do you employ an occasional short sentence to emphasize an important point?

Diction

- _____ Is your word choice consistently appropriate to the subject, to the audience, and to the tone you have adopted for the essay?
- _____ Is there any word which could be replaced by a more precise term?
- _____ Is your writing enlivened by any unusual word choices or any striking, but appropriate, figures?
- _____ Can you say it more clearly?
- _____ Can you say it more briefly?
- _____ Have you proofread carefully?