1. CONTEXT

- Do you clearly articulate the context and purpose of your documented essay in your introduction?
- Is your thesis clear, sophisticated, and original? Does it make an original assertion about your topic that you will carry out throughout your essay?
- Does the introduction forecast the main points of the essay? Make sure you can identify the main points that correspond to each of the body paragraphs!

2. SUBSTANCE

- Is the content of each body paragraph well-developed?
- Is it clear that you have carefully selected each piece of information that you include?
- Is your focus clear throughout your essay? Will your audience understand why you move from one paragraph’s content to the next?
- Do you fully develop concrete details in the form of summaries, direct quotations, and paraphrases that support your thesis statement in a relevant way?
- Do you incorporate outside sources into each body paragraph? Are they thoughtfully and carefully integrated to show support for your thesis?
3. ORGANIZATION

- Do you use innovative and sophisticated topic sentences with transitions? Does each topic sentence make a claim that you must prove in that paragraph rather than simply stating a fact?
- Does each paragraph focus on only one main idea?
- Do you create an engaging and clear conclusion that wraps up the main points?
- Would it be clear to your reader how your argument is flowing? Were you intentional in the order of your paragraphs?

4. STYLE

- Is the writing clear, fluid, and mature? Do you use precise, appropriate, and vivid word choice?
- Are subordination and coordination used effectively? Are there sentences that could be combined to make the writing less choppy?
- Is the writing free from sentence- and word-level errors? Use Grammarly to see what else it can catch. Critically evaluate its suggestions!

5. DELIVERY

- Is the paper double spaced with Times New Roman size 12 font?
- Is there a page number and the author’s last name in the top corner of the page?
- Does the paper begin with the author’s name, the professor’s name, English 250, and the date on the left side of the page?
- Does the title specify what the text is going to be about? Is it centered and in the same font as the rest of the text with no underlining or bolding?
- Is a visual, if included, within the margins? Does it have an MLA-style caption?
- Does the text reference that visual anywhere? (There should be something that mentions “Figure 1” in the actual text.)
- Are in-text citations used accurately? Is an in-text citation included for every outside source used? Is there a separate page for the Works Cited?