# Summary Checklist

BASIC REQUIREMENTS

- Essay is 500-600 words in length
- Essay includes an image that is formatted following MLA guidelines
- Essay uses 1 quote and 1 paraphrase

CONTEXT AND SUBSTANCE

- Uses a narrative or story to create interest and frame a compelling purpose (introduction)
- Describes the context for your idea: purpose, audience, exigence (problem or challenge)
- Summarizes the idea by fairly and accurately describing an author’s arguments (solution)
- Explains the idea by analyzing specific perspectives, issues, or examples (alternative or example)
- Offers a memorable, universal, actionable conclusion (conclusion)

STRUCTURE

- Includes focused paragraphs using topic sentences
- Uses transitions to guide the reader, connect topics, and unify the argument

INTEGRATING SOURCES

- Thoroughly introduces any source used (title, author)
- Uses signal phrases to indicate when material comes from source
- Cites sources in-text and in Works Cited
- Uses your own words and sentence structure when paraphrasing
- When using source's words, use quotation marks

WRITING STYLE

- Uses varied sentence structures and word choices
- Avoids errors in grammar, punctuation, and spelling

PROFESSIONAL APPEARANCE & FORMATTING

- Properly formats the document in MLA style (Header, Heading, spacing, title)
- Properly formats in-text citations in MLA style
- Properly formats the Works Cited page in MLA style (complete, correct entries; hanging indent)