PAPER DUE TODAY?

Writing consultations NOT available?

Here are 6 areas you can check on your own. You can also refer to our handouts or online resources!

1. REQUIREMENTS
   - Have you followed all assignment instructions?
   - Are you on topic?
   - Have you addressed any questions asked?
   - Are you using the right kind and number of sources?
   - If there's a checklist or rubric, go through it item by item.

2. FOCUS
   - Can you easily find a clear central argument or statement of purpose that governs your paper?
   - Does your introduction capture interest and lead into your purpose?
   - Does each section or paragraph address your purpose in some way?
   - Does your conclusion show why your arguments matter?

3. FLOW
   - Does each paragraph serve your purpose? Make a "reverse outline" by looking at the first and last sentence of every paragraph to check organization and focus.
   - Do paragraphs connect?
   - Do paragraphs develop one distinct idea?
   - Make sure all examples or evidence, including quotes and paraphrased source material, clearly support that idea.

4. SENTENCE-SENSE
   - Do sentences have clear subjects and verbs that "tell a story"?
   - Do sentences connect logically with each other?
   - Do sentences avoid being too short or too long (e.g. with interruptive phrases)?
   - Can you read your sentences aloud without stumbling?

5. GRAMMAR
   - Read your writing ALOUD line by line from a printed copy. Are sentences complete?
   - Do subjects and verbs agree?
   - Are verb tenses consistent and appropriate?
   - Is punctuation correct?
   - Do word choices or key terms clearly convey your intent?

6. FINAL POLISH
   - Run a spell-check to catch typos (and make sure names and key terms are spelled correctly).
   - Check that source-citations are correctly formatted and none are missing.
   - Check "mechanics" like margins, headings, figures, graphs, numerals, captions, and/or legends for correctness and consistency.

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