

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 resources?

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? Use transitions or keywords that create a "bridge."

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 that none are missing.

Check "mechanics" like margins, headings, figures, graphs, numerals, captions, and/or legends for correctness and consistency.