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 consis-
tent 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.