

INTRODUCTION

- 1) What is the claim/thesis of this paper? Does it come at the end of the introduction? (Not required, but recommended in most cases.)
- 2) Is it an argumentative claim (one in which people could reasonably argue multiple sides of the issue, and ideally, have strong convictions on more than one position)?
- 3) Does the introduction preview each of the main sections of the paper?
- 4) Can you tell from the introduction what the other sides of the issue (the counterarguments) will be?

BODY STRUCTURE

- 5) Does the structure of the paper make sense? Has the writer correctly identified the main topics that should be addressed in order to best support her claim? Are there any major areas missing? Should any sections be combined into one, or divided into more than one, or eliminated, for clearer presentation of the arguments?
- 6) Do the sections build logically from a starting to an ending point? Does the writer give the reader sufficient background and details to follow and understand the argument they're trying to present?
- 7) Paragraphing: Does the writer use paragraphs correctly? What is the main (single) topic of each paragraph? Can you find each topic sentence (usually the first sentence)?

BODY EVIDENCE

- 8) Is every statement in the paper supported with enough evidence to convince a hostile reader? Is every piece of evidence followed by a line or two of intelligent analysis?
- 9) Is the evidence cited correctly? Are all quotes of four lines or longer single-spaced, and indented on both sides? The first time we see a quote from a particular source, is the author's full name, article/book title, and page number given? Every successive time we see that source, is the last name and page number given? Are web pages cited correctly? (See MLA for further specifics.)
- 10) Is each paragraph/section finished with a sentence summing up what we've learned, what the writer is trying to argue, tying that section back to the claim?
- 11) Does every paragraph/section transition gracefully and logically to the next?

CONCLUSION

12) Does the conclusion recapitulate the claim, the main sections, and the counterarguments (to make sure the reader has followed the overall argument)? Does it take a firm stand on a final position?

OVERALL

13) Is the writing free of grammatical errors, spelling mistakes, and typos?

14) Are all the necessary terms defined (especially in the introduction)?

15) Is the language interesting, compelling, beautiful?