

### Introduction

- Do you provide background information about the topic?
- Does each sentence link logically to the next?
- Do the sentences gradually become more specific?
- Does your intro end in a thesis statement?
- Does your thesis statement
  - name your main topic?
  - identify the different subtopics (ideas) that you will discuss?
  - list those subtopics in the order in which they are discussed in your paper?

### Body Paragraphs

- Does each body paragraph discuss **one** subtopic?
- Does the first sentence in each paragraph introduce that subtopic?
- Do you use a transition signal before each new point in your paragraph?
- Do you provide examples and explanations for each point?
- Are any sentences in the paragraph off-topic?
- If the paragraph is long, do you summarize your idea at the end?

### Conclusion

- Does the conclusion repeat the main topic and subtopics, using different words?
- Does it begin with a concluding signal? (e.g. In conclusion, To sum up, ...)