



Essay Writing Checklist

Name _____

Course _____

Type of assignment _____

Assigned date _____

Due date _____

Length _____

An Overview of the Writing Process

Essay writing is a step by step process that takes time. Go through the overview and check off each step when you have completed it.

Planning

A. Read and understand what you are required to do	
B. Choose a topic	
C. Narrow your topic	
D. Write a thesis statement	

Researching background information and locating sources

A. Develop a working bibliography	
B. Take notes	

Writing an outline to guide your writing

A. Organize your points of discussion for the body of the essay in point form	
---	--

Drafting the rough draft

A. Introduction	
B. Thesis Statement	
C. Body of the Essay: Points of discussion and supporting evidence	
D. Conclusion	

Revising the essay

A. Thesis statement clearly stated	
B. Clear topic sentences	
C. Written in your own words (no plagiarizing, avoid discriminatory language)	
D. Conclusion matches thesis statement	