

HIERARCHY OF CONCERNS

STUDENT CHECKLIST

DOES THE ESSAY FIT THE ASSIGNMENT?

- If not, the effort is wasted. If you're unsure of what the assignment requires, ask the instructor to clarify.

SCOPE OF TOPIC

- Is your topic too wide? Too narrow? Are you already way over the suggested page length and haven't gotten to your main point? Have you said all you have to say and have many pages to go?
 - Feedback from a tutor, friend, or your instructor will help focus your ideas.

EVIDENCE, SCHOLARSHIP

- Is there evidence to support all your points?
- Which kinds of evidence are acceptable for this particular writing assignment?
 - quotes, paraphrases, from textbook or class readings
 - scholarly sources
 - popular sources
 - reasons, principles, examples
 - anecdotes, personal opinion

ORGANIZATION, STRUCTURE

- Does the essay include all necessary pieces (for example introduction, conclusion, methods, discussion, analysis)?
- Are all the sections of the essay in a logical order?
- Is there repetition or wandering from the main point?

CLARITY

- Does the essay make sense?
 - As a whole
 - Within individual paragraphs
 - At the sentence level
- Read it aloud, or have a friend read it.

tone

- Is the tone appropriate for what you're trying to do?
- Is it clear whether you're presenting information or opinion?
- Are personal reflections and conversational language okay?

FLOW, TRANSITIONS

- Does your essay move from point to point successfully?
 - Use transitional words, topic sentences.
 - Consider reordering paragraphs.
 - Consider reordering sentences within paragraphs.

WORD CHOICE, SENTENCE STRUCTURE

- Do sentences stop and start clearly?
 - Check for run-ons, fragments.
 - Revise anything that sounds awkward when read aloud.

GRAMMAR, PUNCTUATION, FORMAT, CITATION STYLE

- Proofread carefully after all changes to content are made.
- Review citation style at Purdue OWL or on the library website.