City University of New York (CUNY)

CUNY Academic Works

2017

Essay Check-List

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Essay Check-List
Please turn this check-list in with each paper you write. Thanks!

Name:

Essay Title:

MLA Formatting

_____Page Headers, ie. Mahoney 1

_____First Page Header (Left-Aligned)

_____Title

_____Inline Citations, ie. (Steinbeck 34)

_____Works Cited Page

   Please check our MLA Formatting Handout on Blackboard as needed.

Organization

___Engaging Introductory Paragraph (I hook the reader into my overall subject.)

___One-Sentence Thesis (My thesis states three main points and why I will be discussing them.)

___Clear Topic Sentence for Each Paragraph

___Clear Concluding Sentence for Each Paragraph

___Transitional Phrases between Paragraphs/Main Ideas

   Please check our Transitional Phrases Handout on Blackboard as needed.

___Transitional Phrases between Supporting Points/within Each Paragraph

___Chronology (Ideas and text references are introduced in a logical order, relating to events as they transpire along the story timeline.)

___Concluding Paragraph (Why did I choose to write about this subject? Why does my thesis matter to the reader?)

<u>Exposition</u>

___I used ample text citation (two supporting text examples—quotation/paraphrase—per topic).

___I introduced each quotation with a sentence or two of story context, so that the reader knows what's happening.

___I introduced each quotation with a tag, ie. Steinbeck writes, "…" or Beowulf says, "…".

___I reflected on my examples, tying them back to the paragraph topic/relating them to contemporary life.

___My reflection is deep, moving beyond the obvious into the land of insight and originality.

<u>Presentation</u>

___I ran my paper through grammar/spell check.

___I proofread my paper for clarity and style.

<u>Integrity</u>

___All of the ideas in this paper are stated in my own words.

___If I used secondary sources, I cited them inline *and* on the Works Cited page.

Overall…What grade would you give your paper? Please circle one. Add +/- if you'd like…

A   B   C   D   (E?)   F

Comments: