**English 100 – Perspectives on Language – Writer’s Checklist**

**MLA Formatting:**

\_\_\_ MLA formatting: double-spaced, with name, class, date, teacher, page #

\_\_\_ properly capitalized TITLE that ***informs*** *the reader about the essay*

**The Introduction:**

\_\_\_ engaging first sentence that “hooks” the reader

\_\_\_ the articles from the text are in introduced in the first paragraph using correct author tags and names spelled correctly.

\_\_\_ clearly stated thesis statement with the writer’s main idea

**Body Paragraphs:**

\_\_\_ topic sentences focus on *one idea* for each paragraph

\_\_\_ paragraphs have sentences that *support the topic sentence and thesis* by illustration and example, using paraphrasing and quotes, cited correctly, from the textbook articles (P.I.E.).

\_\_\_ there is a clear relationship to the thesis of the paper

\_\_\_ transition words between paragraphs allowing the reader to follow ideas.

**The Conclusion:.**

\_\_\_ writer revisits the thesis without repeating it and without saying “in conclusion”

\_\_\_ provides the reader with a sense of closure but doesn’t go off topic

**Documentation:.**

\_\_\_ correct MLA *in-text citations for summary/quotes/paraphrasing* of textbook

articles

\_\_\_*Works Cited List* correctly formatted in MLA style for the text articles.

**Proofreading:**

\_\_\_ sentence level errors: awkward construction, fragments, run-ons, verb form, capitalization errors, subject verb agreement, spelling, word choice, punctuation errors