

Group Number _____

Date _____

Period _____

Group Essay “Must Have” Check List

1. _____ Title is interesting, catchy, 3rd person, general to all people, and capitalized correctly.
2. _____ The Hook is interesting, in 3rd person, general to all people, and combines more than one way to write a hook.
3. _____ The GDT is two or more sentences long and follows all parts for the type of writing.
4. _____ The Thesis clearly states the specific 3 points you will talk about regarding the main topic.
5. _____ Introduction has one central idea that connects from the Hook, to the GDT, and the thesis.
6. _____ The TS has all 4 parts (transition, point about the topic, the main topic, is general or specific), and clearly refers back to the main topic.
7. _____ PT's have all 3 parts (transition, point about the paragraph topic in new words, the overall main topic in new words).
8. _____ EX's have all 3 parts (explain the point, have a concrete detail that proves your point, and refers back to the main topic) and is at least two to three sentences long.
9. _____ CS's have all 3 parts (transition, the main topic in new words, and the point of the paragraph in new words) and is one sentence long.
10. _____ The TS/CS rule is applied (gen/spec, spec/gen, gen/spec -OR- spec/gen, gen/spec, spec/gen)
11. _____ Your TS's, PT's, EX's, and CS's all reference the main topic in new words.
12. _____ TS's, PT's, CS's, and RT all begin with appropriate transitions.
13. _____ RT has all 3 parts (transition, main topic, and 3 pts. about the main topic in the same order but new words).
14. _____ The Summary effectively drives home the main point of the overall essay.
15. _____ Clincher is thoughtful, in 3rd person, is general to all people, and really leaves the reader with something important to consider/think about.
16. _____ Word choice is varied, clear, concise, effective—not repetitive.
17. _____ Few if any errors in punctuation, spelling, capitalization, and word usage.
18. _____ Uses good sentence variety with proper compound and complex sentences.
19. _____ Correct use of verb tenses in the paper.
20. _____ Correct person is used throughout with NO YOUS (decide if 1st or 3rd person essay).
21. _____ Correct use of spacing, margins, font size, identifiers
22. _____ Overall clarity of paper, has a solid connectedness and flow, answered the question.
23. _____ Paper was read out loud to find any errors as well as visually checked for errors.
24. _____ Saved final draft to a flash drive and printed
25. _____ Exchanged contact info and set up meeting date/time to review before turning in paper.