

CHECKLIST

Is the paragraph effective?

Things to check	Yes	No
1. Paragraph head		
Does the paragraph have a head?		
Is the paragraph head no more than 2 sentences long?		
Is the paragraph head 1/3 of the whole paragraph (excluding the concluding sentence)?		
Does the head have a topic?		
Does the head have a controlling idea?		
Does the writer announce the topic?		
Is the paragraph head in complete sentences (subject + verb)?		
2. Supporting sentences		
Does the paragraph have supporting sentences?		
Are the supporting sentences 2/3 of the whole paragraph (excluding the concluding sentence)?		
Is the controlling idea explained at least 3 times?		
Is the controlling idea explained using reasons, examples or steps?		
Do the Supporting Sentences 1 explain the controlling idea?		
Do the Supporting Sentences 2 explain the controlling idea?		
Do the Supporting Sentences 3 explain the controlling idea?		
Are there details for every explanation?		
Do the details use facts, anecdotes, expert's opinions or statistics?		
3. Concluding sentence		
Does the paragraph have a concluding sentence?		
Does the concluding sentence repeat the controlling idea in different words?		
Does the concluding sentence summarize supporting sentences?		
4. Transitions		
Is there a transition from the paragraph head to Supporting Sentences 1		
Is there a transition between Supporting Sentences 1 and Supporting Sentences 2?		
Is there a transition between Supporting Sentences 2 and Supporting Sentences 3?		
Is there a transition from Supporting Sentences 3 to the Concluding Sentence?		
5. Overall		
Is the paragraph logical?		
Is the paragraph well-structured?		
Is the paragraph clear?		
Is the paragraph concise?		