

Handout 2.
CHECKLIST
Is the cause-and-effect paragraph effective?

Writer's Name	Editor's Name

Things to check	Yes	No
1. Paragraph head		
Does the paragraph have a head?		
Is the paragraph head no more than 2 sentences long?		
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 (effects or causes)?		
Is every effect (or cause) closely linked to the controlling idea?		
Does the writer use special phrases to show effects (or causes)?		
Does the paragraph have 3 effects (or causes)?		
Does Effect 1 (Cause 1) explain the controlling idea?		
Does Effect 2 (Cause 2) explain the controlling idea?		
Does Effect 3 (Cause 3) explain the controlling idea?		
Is there at least one detail for every effect (or cause)?		
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 (features)?		
4. Transitions		
Is there a transition from the paragraph head to Effect (or Cause) 1		
Is there a transition between Effect (or Cause) 1 and Effect (or Cause) 2?		
Is there a transition between Effect (or Cause) 2 and Effect (or Cause) 3?		
Is there a transition from Effect (or Cause) 3 to the Concluding Sentence?		
5. Overall		
Is the paragraph logical?		
Is the paragraph well-structured?		
Is the paragraph clear?		

Is the paragraph concise?		
<p>Is there anything else you would like to comment on? Please, write your comments here.</p>		