

Handout 2.
CHECKLIST
Is the descriptive 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 (features)?		
Do all features help you see, hear, feel, and/or learn about the subject?		
Does the paragraph describe the subject at least 3 times?		
Does Feature 1 explain the controlling idea?		
Does Feature 2 explain the controlling idea?		
Does Feature 3 explain the controlling idea?		
Is there at least one detail for every feature?		
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 Feature 1		
Is there a transition between Feature 1 and Feature 2?		
Is there a transition between Feature 2 and Feature 3?		
Is there a transition from Feature 3 to the Concluding Sentence?		
5. Overall		
Is the paragraph logical?		
Is the paragraph well-structured?		
Is the paragraph clear?		
Is the paragraph concise?		
Is there anything else you would like to comment on? Please, write your comments here.		

