

Handout 4.
CHECKLIST
Is the compare-and-contrast 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 (comparison points)?		
Does the paragraph compare and contrast 2 subjects?		
Do all comparison points discuss the differences or similarities between the subjects?		
Does the paragraph provide 3 comparison points about those 2 subjects?		
Does each comparison point discuss every subject?		
Does Comparison Point 1 explain the controlling idea?		
Does Comparison Point 2 explain the controlling idea?		
Does Comparison Point 3 explain the controlling idea?		
Is there at least one detail for every supporting set?		
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 (comparison points)?		
4. Transitions		
Is there a transition from the paragraph head to Comparison Point 1		
Is there a transition between Comparison Point 1 and Comparison Point 2?		
Is there a transition between Comparison Point 2 and Comparison Point 3?		
Is there a transition from Comparison Point 3 to the Concluding Sentence?		
Are there transitions from Subject 1 to Subject 2 within a Comparison Point?		
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.		