**I: Introduction**

* Does the introduction follow a clear pattern of organization?
* Does the introduction do a good job of introducing the topic?
  + Is relevant background information provided?

**II: Thesis Statement**

* Does the thesis clearly state the topic and how it will be discussed?
  + Are the topic and goal of the essay clear?
* Is the thesis statement the last sentence of the introduction?
* Is there a predictor that lists the topic of the paragraphs?

**III: Body Paragraphs**

* Does each body paragraph contain a topic sentence?
  + Do the topic sentences explain the topic of the essay and the focus of the paragraph?
  + Does each topic sentence relate back to the thesis?
  + Does each body paragraph follow the order outlined in the thesis statement?
* Is the topic sentence the first complete sentence in the paragraph?
* Does **all** of the information in the paragraph relate back to the topic sentence?
  + Are there any sentences that are off-topic?
* Is evidence used to support the idea presented in each topic sentence and explain why it is important?
* Is the information interesting/valuable?
  + Contains original thoughts
  + Does not state the obvious
  + Does not repeat the same ideas
* Is the paragraph coherent?
  + Are there appropriate transitions?
  + Is the information logically ordered?
  + Is each sentence related to other information in the paragraph?

**IV: Conclusion**

* Does the conclusion contain a paraphrased restatement of the thesis or summary of the main points?
* Contains no new ideas that are not included in the body paragraphs
  + Contains no new ideas that require explanation

**V: Grammar / Vocabulary**

* Are there any grammar / vocabulary errors that need to be corrected?
* Does the author follow an academic style that incorporates appropriate vocabulary?
  + No contractions (e.g., don’t, shouldn’t)
  + Does not begin sentences with coordinating conjunctions (*e.g., so, and, but*)
  + Avoids non-academic vocabulary (*e.g., a lot of, stuff*)
  + Avoids personal language (*e.g., I think, I believe*)

**VI: Formatting**

* Is all writing organized into paragraphs?
  + No unnecessary line breaks (i.e., pressing enter to start a new line)
* Do all paragraphs have at least 3 sentences?
* Are all paragraphs indented?
  + One ‘tab’ from the left margin