

Essay Check List

1. Reread your prompt and underline the specific tasks you need to focus on.
2. Start a brainstorm with tasks and topics (Venn-diagram, web chart, timeline, category chart, list terms, etc.) to focus on the points you want to discuss in your paper.
3. Sort the data you collected into groups of related information. Use your research notes to consider what evidence will help you to strengthen your points.
4. Make an Outline
5. Start your first draft, directly onto your outline.
6. Edit into a working draft, by eliminating the outline's skeleton.
7. Edit repeatedly for grammar, style, and syntax.