

ESSAY FINAL DRAFT CHECKLIST

DIRECTIONS: After you have typed your essay and before you turn it in, use the following checklist to ensure that you represent your abilities and skills accurately and at your grade level.

- ◇ **MLA Style ONLY!**
- ◇ **Proper Citations**
- ◇ **Works Cited Page**
- ◇ **SPELLING:** Spelling errors must NOT distract reader from ideas. Circle misspelled words. Spell them correctly. Check for commonly misspelled words. For example:

- then, than
- Effect, affect,
- its, it's
- Their, there
- To, too, two

- ◇ **THERE ARE NO MISSING WORDS**
- ◇ **CAPITALIZATION:** Beginning of sentences & proper nouns must be Capitalized.
- ◇ **PUNCTUATION:** Every sentence must end with a period or question mark. Commas will separate clauses accurately.
- ◇ **FRAGMENTS:** No incomplete sentences.
 - i.e. Wants to show that man is the "lowest" animal. Missing SUBJECT!
 - Comparing the earl and the anaconda. Missing Predicate.
- ◇ **RUN-ON's:** Look for long sentences that could be broken up into two complete sentences by adding punctuation or separating the clauses with commas.
- ◇ **QUOTATION MARKS** will mark the use of citations. For example, "I said that punctuation helps the reader follow the writer's train of thought" (2).

- ◇ **No CONTRACTIONS:** spell out don't, aren't, isn't, etc.
- ◇ **No 2nd Person:** Cross out all *You's*. Suggest whether the writer should instead use: reader/s, individual/s, one, audience, Americans, etc.
- ◇ **No 1st Person:** Cross out all I think/ believe
- ◇ **No PAST TENSE VERBS** while analyzing the text. In literary analysis essays, all is happening while they are being read: USE **PRESENT TENSE ONLY!**
- ◇ **No PASSIVE VOICE:** Use active verbs to describe actions of text. For example:
 - Passive:** Twain **is arguing** that man is the lowest animal.
 - Active:** Twain **argues** that man is the lowest animal.
- ◇ REVISE areas that are unclear and confusing.
- ◇ **Check for subject verb agreement.** Do all verbs agree with their subject in number? For example.
 - The flock follow its leader. INCORRECT!
 - The flock follows its leader. CORRECT!

I have checked all the following pieces and had someone proofread. I can attest that I have revised my final essay to the best of my abilities and that the product turned in is evidence of the highest quality academic efforts. It represents my utmost professionalism as a scholar.

Signature