

## Paper Priorities Checklist

After you have completed a draft of your paper, think about each of the following questions to evaluate your work. If you are unsure of your answer, ask a friend, a professor, or a consultant at the Writing Resources Center for advice. If you answer “no” to one of the following questions, you have identified an area where your paper needs revision.

- Does my paper respond appropriately to the assignment? Does it answer the question in the proper form?
- Do I have a thesis statement? Does it express the specific focus or dominant idea I want to explore? Is it too narrow or too broad?
- Is my paper well organized, with an introduction, body, and conclusion?
- Do my paragraphs flow logically? Do I include transitions?
- Is my argument well developed? Do I give sufficient support in examples, quotations, and details? Do I leave any questions unanswered?
- Does all the information I have included relate to my thesis? Is it all necessary, and does it all add to my argument?
- Is my tone appropriate to my assignment, subject matter, or course? If it's a formal assignment, is my tone professional?
- Am I writing to the proper audience (professor, classmate, any random person)? Does the information I present reflect that audience?
- Do I use proper citations in the style my professor has suggested? Have I made it clear which ideas are mine and which came from my source?
- Have I addressed sentence-level concerns like structure, flow, and word choice? How does my paper sound? Have I read it out loud?
- Does my paper have a strong conclusion? Does it relate back to my thesis? Does it feel finished?
- Lastly, after addressing all of the big-picture questions above, ask yourself: Have I proofread my paper for typos and grammar problems?

