**English**

**Literary Paragraph Checklist**

Use this to proof your work. Go through your rough copy and edit it using these guidelines. Hand the checklist in with your good copy. Your good copy should have some of the same ideas as your original, but also reflect any changes you need to make as a result of the checklist. Check them off as you go!

* I have not used first or second person (I, you, we us, your, our, me, my, etc)
* I have not used contractions
* I have not abbreviations
* I have not used slang or colloquialisms (casual language)
* There are no run-ons
* There are no sentence fragments
* It is written in the present tense
* I have tried to create a proper HOOK
* I have used the proper author, title, summary format
* I have written a proper thesis
* I have given three points with three supporting examples (PE)
* I have further explained of each of the examples (E)
* All quotes are framed appropriately (i.e. as part of a sentence, or set off by colons after a complete sentence)
* I have included page or line numbers for all quotations
* All points and quotes support the THESIS. There are no irrelevant quotes that do not add to the understanding of the topic
* I have correct any awkward wording or phrases
* I have checked comma usage and other punctuation errors that may have been made in the first draft
* I have checked spelling of words
* I have used a thesaurus to come up with more descriptive and appropriate word choice
* I have used a variety of transitional words, phrases and thoughts to guide the reader
* I have a concluding sentence
* I have double-space and set up my page properly