

- **Content**
  - Does the essay have a descriptive title?
  - Does the essay have a clear introduction, body, and conclusions?
  - Does the essay have a clear, argumentative thesis statement?
  - Is there a clear mapping scheme that provides a summary of the main ideas?
  - Is evidence used to convince the reader that your argument is correct?
  
- **Organization**
  - Is each paragraph about one central idea?
  - Does each paragraph (or section) have a claim, evidence, and a warrant?
  - Are there clear transitional sentences that link the paragraphs so that the reader has a sense that each paragraph follows logically and naturally from the preceding one?
  
- **Style**
  - Is the style “academic” (clear, formal)?
  - Is the vocabulary specific and wordiness avoided?
  - Are sentence types appropriately varied?
  
- **Grammar**
  - Is every sentence a complete sentence? Are any sentences fragments or run-ons?
  - Are all sentences clear and understandable *on the first read*? Could any sentences be improved?
  - Are there any shifts in tense that sound wrong?
  - Are there any other mistakes in punctuation, spelling, or grammar?
  
- **Format**
  - Is the paper typed and double-spaced?
  - Has proper documentation been used?
  - Have all format requirements been met?
  - Have you spelled your professor’s name correctly?