

Stage 1: The Making Stage Checklist



Purpose: Your paper should have a main idea that demonstrates why you wrote it.

- Thesis statement is clear (usually a single sentence located in the introduction)
- Paper says something worth reading about
- Purpose is maintained all the way through the paper

Support: Your paper should have examples, descriptions, and details that support the purpose.

- Descriptions are vivid enough for reader to imagine (sensory details)
- Descriptions are specific whenever possible
- Examples are relevant

Explanation: Your paper should explain the connections between ideas for your

- Explanations are appropriate for the audience
- All quoted or paraphrased information is connected to surrounding ideas
- Terms are clearly defined

Organization: Your ideas should be arranged in focused paragraphs in a logical order.

- Strong introduction that grabs attention and gives the purpose
- Strong conclusion that ties everything together
- Focused paragraphs with only one main idea each arranged in a logical order
- Smooth transitions between paragraphs

Making can take place in any order. You may jump back and forth between all of these steps several

Making is messy! You may not always understand how things are going to come together in the end.

Making takes trial and error. You may end up cutting ideas you really like that just don't fit the plan in the end.

Stage 2: The Polishing Stage Checklist

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Learning

Formatting: Your paper should meet the conventions of the genre.

- Make sure spacing, margins, font size, and font style all meet guidelines.
- Include in-text citations with any quotes or paraphrases.
- Include a works cited page at the end of any paper containing citations.

Style: Your paper should be written in a way that flows well and in a way that keeps the reader interested and engaged.

- Read aloud to listen for short, choppy sentences or long, clunky sentences.
- Check that vocabulary is appropriate for the audience.
- Use a variety of sentence lengths and structures.

Mechanics: Your paper should be written without spelling errors or typos and with sentence structure that follows standard rules of grammar and punctuation.

- Avoid fragments, run-on sentences, and comma splices.
- Read aloud to check for missing words and typos.
- Make sure each sentence is properly punctuated.
- Check for tense shifts and subject-verb agreement.

Do the steps within a phase in any order, but save the polishing stage until you have finished

Polishing takes distance! Put the draft down for a while between making and polishing.

Reading aloud is the best way to check for style and proofread for missing words.