

Essay checklist

1. Is it double spaced?
2. Do I have a thesis? Where did I put it?
3. Do I have a proper header?
4. Did I insert my page numbers?
5. Did I use the FIND feature to find (and eliminate) all instances of the word “thing”?
6. Did I use the FIND feature to minimize my uses of the words “was” and “were”?
7. Did I cite all my statistics, direct quotes and paraphrased ideas?
8. Do I have the right usage of “their, they’re or there” and “it’s, its” and “to, two and too”?
9. Did I read my paper out loud to find the mistakes and then corrected those I found?
10. Did I have someone proofread my paper to help me find mistakes?
11. Did *I* proofread my paper to find any mistakes...and then correct them?