

Writing Checklist

A writing checklist that walks the writing process from planning to final proofread.

Plan and outline

- Reread the prompt and note the exact requirements.
- Confirm the length, format and citation style needed.
- Brainstorm ideas and gather your sources or evidence.
- Write a clear thesis or main argument in one sentence.
- Outline your main points and the order to make them.
- Note the evidence or examples supporting each point.

Write the first draft

- Follow your outline and write without stopping to perfect it.
Get ideas down first; polish comes later.
- Open with an introduction that states your thesis.
- Give each paragraph one clear main idea.
- Support each point with evidence and your own analysis.
- Write a conclusion that ties the argument together.
- Leave placeholders for anything you need to look up.

Revise the content

- Check the draft actually answers the prompt.
- Confirm every paragraph supports your thesis.
- Reorder paragraphs so the argument flows logically.
- Add evidence where claims are thin and cut what is off-topic.
- Strengthen transitions between paragraphs and ideas.

Edit for clarity

- Tighten wordy sentences and remove repetition.
- Replace vague words with precise ones.
- Vary sentence length so the writing reads smoothly.
- Check the tone matches the assignment.
- Make sure each sentence is clear on a first read.

Proofread and submit

- Take a break, then read the whole thing aloud.
- Fix spelling, grammar and punctuation errors.
- Check citations and the reference list are complete and correct.
- Confirm formatting, font, spacing and the title page.
- Verify your name, the word count and the file name.
- Submit on time and confirm the upload went through.