Formal Writing Assignment Checklist

_____ Paper is titled; title suggests the thesis, the point, &/or the significance of the paper.

_____ Thesis statement: The thesis provides the argument you are making; the thesis gives the reader the structure of your paper.

_____ Eliminate all use of the following words; use the Edit/Find command (Ctrl + F) to find each and edit it out:

- how
- exist(s)
- deals with
- about
- allows the reader
- goes on to
- you
- the reader is able
- reality/real
- thing (in any form)
- (due to) the fact that
- goes against
- there + any form of the verb “to be”
- relates to
- very
- “this” to begin clauses
- a lot
- etc.
- it (starting a sentence or otherwise)
- and/but/so (at beginning of sentence)

_____ Check to be sure the following words are used correctly; use the Find/Edit (Ctrl + F) command to find each and check for proper use:

- who / that (people vs. things)
- not only / but also

_____ Check every pronoun to be sure it agrees with its antecedent. Use Find/Edit (Ctrl + F) command and remove all “I”s and “you”s from your paper.

_____ Revise out all questions; use Find/Edit (Ctrl + F) to find any “?”s and edit them out.

_____ All references to other’s text, whether summary, paraphrase, or direct quotation, are properly noted with a parenthetical citation (author’s last name [space] pg. #).

_____ The first time a source is mentioned, both author and title of work are given. Each time after the initial introduction, refer to work by author’s last name only.

_____ All quotations are connected to a sentence. No “dropped” quotations, that is. No paragraph ends with a quotation; quoted material’s significance is explained in the text.

_____ Paragraphs are linked by transitions; transitions are located at the beginning of new paragraphs, not at the end of old ones.

_____ All paragraphs contain 8+ sentences.

_____ Works Cited page is included & lists each source referenced in the paper.

_____ MLA basics: 12 pt. font; Times New Roman (or Arial) typeface; 1-inch margins all around; MLA header on left margin; double spaced w/ extra spacing turned off in MS Office 2007+; student name, instructor last name, course name number then section number, day month year; centered title; indented beginning of all paragraphs