Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Core \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explanatory Essay Checklist**

**Directions:** Use this checklist to make sure you have all of the requirements before turning in your essay.

* **Introduction Paragraph**
	+ Hook – question, interesting fact, statistic, etc.
	+ Organization of paper (order of body paragraphs/topics covered)
	+ Transition to first body paragraph
* **Body Paragraph 1**
	+ Heading (optional)
	+ Topic sentence
	+ At least 3 pieces of evidence from research
	+ Signal phrases to introduce the author of source
	+ Direct quotes (copied word for word from source) are in quotation marks “ ”
	+ Paraphrases (information restated in your words) are not in quotation marks
	+ Explanation of why each piece of information is important or relevant
	+ Parenthetical ( ) with the title of the website/article before you switch to another source
	+ Transition to next paragraph
* **Body Paragraph 2**
	+ Heading (optional)
	+ Topic sentence
	+ At least 3 pieces of evidence from research
	+ Signal phrases to introduce the author of source
	+ Direct quotes (copied word for word from source) are in quotation marks “ ”
	+ Paraphrases (information restated in your words) are not in quotation marks
	+ Explanation of why each piece of information is important or relevant
	+ Parenthetical ( ) with the title of the website/article before you switch to another source
	+ Transition to next paragraph
* **Body Paragraph 3**
	+ Heading (optional)
	+ Topic sentence
	+ At least 3 pieces of evidence from research
	+ Signal phrases to introduce the author of source
	+ Direct quotes (copied word for word from source) are in quotation marks “ ”
	+ Paraphrases (information restated in your words) are not in quotation marks
	+ Explanation of why each piece of information is important or relevant
	+ Parenthetical ( ) with the title of the website/article before you switch to another source
	+ Transition to next paragraph
* **Conclusion Paragraph**
	+ Transition phrase for conclusion
	+ Restate main idea in a new way
	+ Restate the topics covered (what each body paragraph was about)
	+ Ending strategy – choose ONE of the following:
		- Call to action
		- Appeal to emotion
		- Prediction of the future
* **Grammar and Spelling**
	+ I capitalized the word I every time it appears in my paper.
	+ I capitalized the beginning of every sentence.
	+ I capitalized names of people and places.
	+ I capitalized the name or acronyms of my disease when appropriate.
	+ I used the spell check tool and fixed all of the errors (except for medical terms).
	+ I used ending punctuation after all of my sentences.
	+ I put a space between the end punctuation of a sentence and the first word of the next sentence.
	+ If I had long sentences with a lot of commas, I broke them apart into multiple sentences.
	+ I read my paper from right to left to double check for errors.