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.