

Checklist for Essay Tests

Use the following as a guide when writing answers to discussion questions and as a checklist after you have written your answer.

- _____ **1.** Do I really understand what the question asks me to do?
- _____ **2.** Have I done any preliminary planning of my major points?
- _____ **3.** From reading the first sentence of my answer, does the reader know both what the question is and how I will develop my answer?
- _____ **4.** Do the major points stand out?
- _____ **5.** Are the major points supported with examples and facts?
- _____ **6.** Are there clear transitions between the major points?
- _____ **7.** Would someone who has not taken this class be able to understand the concept discussed in the way I explained it?
- _____ **8.** Have I completely covered all major points needed to answer the question?
- _____ **9.** Did I stick to the question?
- _____ **10.** Have I concluded with a summary statement?
- _____ **11.** Did I proofread for misspelled words, sentence fragments, run-on sentences, comma splices, subject-verb or pronoun/antecedent agreement errors, and other errors that might prevent the reader from understanding what I have written?
- _____ **12.** Is my handwriting readable, and have I left enough space for comments or additions?