

Checklists

1. Outline Components Verification Checklist (Fillable)

Book Title: _____

Author: _____

Component	Included? (Yes / No)	Notes / Details
Introduction (hook, book info, thesis)		
Plot Summary (key events, beginning-middle-end)		
Character Analysis (main & supporting characters)		
Theme Discussion (themes identified, supported with evidence)		
Conclusion (synthesis, evaluation, final insight)		
Evidence / Quotes Included		
Transitions / Logical Flow		

2. Summary-Analysis Balance Check (Fillable)

Book Title: _____

Section	Approx. % of Outline	Analysis Notes / Adjustments Needed
Plot Summary		Is it roughly 20–25% of total? Too long or short?
Character Analysis		Are insights and evidence included?
Theme Discussion		Are themes explained beyond summary?
Conclusion		Does it synthesize analysis rather than repeat?

3. Thesis Quality Assessment (Fillable)

Book Title: _____

Criteria	Yes / No / Needs Revision	Notes / Suggestions
Specific and focused		
Arguable / interpretive		
Supported by textual evidence		
Clear guidance for outline structure		
Reflects assignment requirements		

4. Evidence Sufficiency Review (Fillable)

Book Title: _____

Claim / Theme / Character Point	Evidence Included? (Yes / No)	Page / Chapter	Additional Notes

5. Transition Planning Guide (Fillable)

Book Title: _____

From Section	To Section	Planned Transition / Notes	Smoothness Rating (1–5)
Introduction	Plot Summary		
Plot Summary	Character Analysis		
Character Analysis	Theme Discussion		
Theme Discussion	Conclusion		