

# 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		