

BOOK REPORT COMPONENTS CHECKLIST

Book Title: _____

Due Date: _____

Required Length: _____ words/pages

BEFORE YOU START

Read assignment requirements completely
Note specific elements teacher requires
Check citation format needed (MLA/APA/Chicago)
Confirm due date and submission method
Finished reading the entire book

REQUIRED COMPONENTS

Introduction (10-15% of total length)

Hook/opening sentence grabs attention
Book title (italicized or underlined)
Author's full name
Publication year
Genre identified
Thesis statement (your main point about the book)

Plot Summary (20-25% of total length)

Beginning: Initial situation explained
Beginning: Main characters introduced
Beginning: Inciting incident included
Middle: Major complications covered
Middle: Rising tension shown
End: Climax/turning point identified
End: Resolution explained
End: Final outcome stated
Summary stays brief (no excessive detail)

Character Analysis (25-30% of total length)

Main character #1 fully analyzed
Personality traits described with evidence
Character motivations explained
Character development/change tracked
Supporting character(s) discussed
Character actions connected to themes
Specific examples from book included

Theme Discussion (25-30% of total length)

Theme #1 clearly stated
Theme #1 supported with 2-3 examples
Theme #1 analysis explains significance
Theme #2 clearly stated (if required)
Theme #2 supported with evidence
Theme #2 analysis included
Themes connected to thesis statement

Conclusion (10-15% of total length)

Main analytical points summarized
Thesis restated (in new words)
Significance explained ("So what?")
Final thought leaves impression
No new plot details introduced

EVIDENCE & CITATIONS

Every claim supported with specific examples
Quotes include page numbers
Quotes properly formatted (quotation marks)
Citations match required format
At least 3-5 quotes included (adjust for length)

WRITING QUALITY

Present tense used throughout
Third person maintained (unless personal response allowed)
No plot summary overload (stays under 25%)
Analysis deeper than summary
Paragraphs follow PEEL structure (Point-Evidence-Explanation-Link)
Transitions between paragraphs smooth
No spelling/grammar errors
Tone appropriate for grade level

FORMATTING

Proper heading (name, teacher, class, date)
Title centered
Font meets requirements (usually Times New Roman 12pt)
Double-spaced (if required)
1-inch margins
Page numbers included (if required)
Works Cited/References page (if required)

FINAL CHECK

Meets required word/page count
Reads smoothly from start to finish
Every paragraph connects to thesis

No repetitive phrases or ideas
File named correctly (if digital submission)
Saved in required format (.doc, .docx, .pdf)
Submitted on time

GRADE LEVEL ADJUSTMENTS

Elementary (3-5): Focus on plot understanding, basic character traits, one main theme

Middle School (6-8): Add character motivations, 2 themes with analysis, deeper evidence

High School (9-12): Include literary devices, author's style, multiple themes, sophisticated analysis

College: Add critical theory, compare to other works, scholarly depth, original argument

2025 | Print and check off as you write

