

Classification Essay Outline Checklist

Basic Structure

- ☐ Introduction section included
 - ☐ 3-5 body paragraphs (one per category)
 - ☐ Conclusion section included
 - ☐ Total of 5-7+ paragraphs planned
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Introduction Section

- ☐ Hook written or planned
 - ☐ Background information included
 - ☐ Topic clearly identified
 - ☐ Classification principle stated
 - ☐ Thesis statement complete
 - ☐ Thesis lists all categories
 - ☐ Thesis follows format: “[Topic] can be classified into [#] types based on [principle]: [Cat 1], [Cat 2], and [Cat 3]”
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Classification Structure

- ☐ Have 3-5 categories (not too few, not too many)
 - ☐ All categories clearly named
 - ☐ One consistent classification principle used
 - ☐ Categories are mutually exclusive
 - ☐ Categories don’t overlap significantly
 - ☐ Categories follow logical order
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Each Category Has:

- ☐ Clear category name/label
 - ☐ Topic sentence written
 - ☐ 2-3 defining characteristics listed
 - ☐ At least one specific example
 - ☐ Brief analysis/explanation
 - ☐ Similar length/detail to other categories
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Category Development

For Category 1: - [] Name: _____ - [] 2-3 characteristics listed - []
Example included - [] Analysis planned

For Category 2: - [] Name: _____ - [] 2-3 characteristics listed - []
Example included - [] Analysis planned - [] Transition from Cat 1 planned

For Category 3: - [] Name: _____ - [] 2-3 characteristics listed - []
Example included - [] Analysis planned - [] Transition from Cat 2 planned

For Category 4 (if applicable): - [] Name: _____ - [] 2-3 characteristics listed - [] Example included - [] Analysis planned

For Category 5 (if applicable): - [] Name: _____ - [] 2-3 characteristics listed - [] Example included - [] Analysis planned

Examples and Details

- ☐ Every category has at least one specific example
 - ☐ Examples are concrete and detailed
 - ☐ Examples illustrate the characteristics
 - ☐ No vague or generic examples
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Transitions

- ☐ Transition from intro to first category
 - ☐ Transitions between each category
 - ☐ Transition from last category to conclusion
 - ☐ Transitions show relationships (contrast, similarity, sequence)
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Conclusion Section

- ☐ Restates categories (different wording than thesis)
 - ☐ Shows how categories relate
 - ☐ Explains significance of classification
 - ☐ Includes final memorable thought
 - ☐ No new categories introduced
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Content Quality

- ☐ All categories equally developed
 - ☐ Each category distinct from others
 - ☐ Categories support classification principle
 - ☐ Examples help clarify categories
 - ☐ Analysis explains why categories exist
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Organization

- ☐ Categories arranged in logical order
 - ☐ Order makes sense (simple→complex, least→most, chronological)
 - ☐ Flow from category to category is smooth
 - ☐ Overall structure is balanced
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Quick Verification

Answer YES or NO:

1. Can I clearly state my classification principle in one sentence? []
2. Are all my categories truly distinct? []

3. Do I have specific examples for each category? []
4. Is each category paragraph roughly the same length? []
5. Does my thesis accurately reflect my outline? []
6. Can I write 6-8 sentences about each category? []

If any NO: Revise that section before drafting.

Final Check

- ☐ Outline is complete (nothing marked “TBD”)
 - ☐ All sections have content planned
 - ☐ Ready to expand into draft
 - ☐ Meets assignment requirements
 - ☐ Categories make logical sense together
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If all boxes checked → Start writing your draft!

Last Updated: November 2024