

# Pre-Writing Checklist

## 1. Understanding the Assignment

- ☐ Have I clearly identified the essay type (illustration, argumentative, narrative, etc.)?
- ☐ Do I understand the required word count and formatting?
- ☐ Have I identified the audience and purpose of the essay?

## 2. Topic & Thesis

- ☐ Have I chosen a focused topic?
- ☐ Is my thesis statement clear, specific, and debatable?
- ☐ Does my thesis indicate the main examples or points I will use?

## 3. Brainstorming & Ideas

- ☐ Have I listed possible examples to support my thesis?
- ☐ Are my examples concrete, relevant, and specific?
- ☐ Have I considered multiple angles or perspectives?
- ☐ Do I have evidence, statistics, or anecdotes to support examples?

## 4. Organization & Outline

- ☐ Have I decided on the essay structure (3-paragraph, 5-paragraph, or extended)?
- ☐ Do I have a logical order for my examples?
- ☐ Have I included transition phrases for smooth flow?
- ☐ Have I planned introduction and conclusion content?

## 5. Clarity & Focus

- ☐ Do all examples directly support my thesis?

- ☐ Are there any weak or irrelevant examples to remove?
- ☐ Have I identified any potential counterexamples or exceptions to address?

## **6. Sources & Evidence**

- ☐ Do I have credible sources (if required) for factual examples?
- ☐ Have I noted source information for referencing?
- ☐ Have I differentiated between fact, opinion, and anecdote?

## **7. Language & Style**

- ☐ Have I prepared key transition words and phrases?
- ☐ Is my tone appropriate for the audience?
- ☐ Have I planned sentence variety to keep the essay engaging?

## **8. Final Check**

- ☐ Can I explain my thesis and examples in one or two sentences?
- ☐ Do I feel confident about starting the draft without major gaps?
- ☐ Have I set a timeline for drafting, revising, and editing?