Checklist for Essay Tests

Use the following as a guide when writing answers to discussion questions and as a checklist after you have written your answer.

_____ 1. Do I really understand what the question asks me to do?

_____ 2. Have I done any preliminary planning of my major points?

_____ 3. From reading the first sentence of my answer, does the reader know both what the question is and how I will develop my answer?

_____ 4. Do the major points stand out?

_____ 5. Are the major points supported with examples and facts?

_____ 6. Are there clear transitions between the major points?

_____ 7. Would someone who has not taken this class be able to understand the concept discussed in the way I explained it?

_____ 8. Have I completely covered all major points needed to answer the question?

_____ 9. Did I stick to the question?

_____ 10. Have I concluded with a summary statement?

_____ 11. Did I proofread for misspelled words, sentence fragments, run-on sentences, comma splices, subject-verb or pronoun/antecedent agreement errors, and other errors that might prevent the reader from understanding what I have written?

_____ 12. Is my handwriting readable, and have I left enough space for comments or additions?