

Checklist for Expository Essay

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Introductory Paragraph

Task: Introductory Paragraph Draft

- Open a new word processing document and type your name, date, and a title
- Draft an introductory paragraph for your expository essay by using your outline
- Makes sure that your introduction:
 - States the topic clearly
 - Engages readers
 - Foreshadows the conclusion of the essay
- Save your document

Activity 2: Body Paragraphs

Task: Body Paragraph Draft

- Open the word processing document that contains the draft of your expository essay
- Draft the body paragraphs by using your essay outline
- Make sure that your body paragraphs:
 - Include a topic sentence in each paragraph
 - Use supporting points for each main point
 - Present main points in a logical order
 - Use clear transitions to connect paragraphs together
 - Are balanced—about three to five sentences each
- Save your document

Activity 3: Concluding Paragraph

Task: Concluding Paragraph Draft

- Open the word processing document that contains the draft of your expository essay
- Draft the concluding paragraph by using your essay outline
- Make sure that your concluding paragraph:
 - Summarizes your topic
 - Synthesizes the main points into a new idea or concept
 - Leaves the readers with a lasting impression
- Save your document

Activity 4: Peer Review

Task: Narrative Essay Revision

- Open your expository essay draft
- Exchange essays with a peer and review each other's essay
- In your review, be sure to:
 - Understand the type of feedback that your partner wants
 - Provide positive feedback
 - Provide specific suggestions for improvement
- Read the peer review of your essay
- Give your essay a new filename and revise your essay
- In your revision, be sure to:
 - Include all information needed to explain the topic
 - Revise paragraphs that are too long or too short

- Rewrite or rearrange sentences to make the paragraph more logical
- Remove supporting points that are not necessary to explain a main point
- Add transitions to ensure smooth flow between paragraphs
- Replace generic words with specific words
- Add specific facts, data, or quotes to explain a point
- Cite all sources
- Save your document

Activity 5: Writing Mechanics

Task: Expository Essay Edit

- Open your expository essay revision and save it with a new filename
- Edit your essay, and check the following:
 - Spelling
 - Punctuation
 - Capitalization
 - Sentences (no fragments or run-ons)
 - Paragraphing
 - Subject–verb agreement
 - Verb tense
 - Point of view (consistent use of first person or third person)
 - Vocabulary (no unnecessary words)
- Save your document