

Checklist for Persuasive 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: Essay Planning

Task: Persuasive Essay Outline

- Open a new word processing document and type your name, date, and a title
- Choose a graphic organizer that is appropriate for your information and your purpose
- Create a graphic organizer that:
 - Suits the purpose of your persuasive essay (check one of the following):
 - Cause and Effect
 - Classify and Divide
 - Compare and Contrast
 - Definition
 - Process
 - Shows what you learned about a topic
 - Organizes information clearly
- Save your document
- Open a new word processing document and type your name, date, and a title
- Create an outline using your graphic organizer to plan your essay and follow these steps:
 - Identify main points you need to make your argument
 - Determine the most logical order of main points
 - Give each main point a short, descriptive label
 - Identify the supporting points you need to explain each main point
 - Determine the most logical order of supporting points for each main point
 - Give each supporting point a short, descriptive label
- Use an outline format with:
 - A title
 - An introduction
 - At least three main points in a logical order
 - Supporting points for the main points in a logical order
 - A conclusion
- Make sure that labels are short, descriptive, and written in a consistent manner
- Check that you have not repeated ideas
- Save your document

Activity 2: Effective Paragraphs

Task: Persuasive Essay Draft

- Open a new word processing document and type your name, date, and a title
- Draft an introductory paragraph for your persuasive essay using your outline to accomplish the following:
 - State the issue clearly
 - Engage readers
 - Foreshadow the conclusion of the essay
- Draft the body paragraphs, using your essay outline and making sure that each body paragraph:
 - Includes a topic sentence
 - Uses supporting points for each main point
 - Presents main points in a logical order

- Uses clear transitions to connect paragraphs together
- Is balanced (about three to five sentences each)
- Makes your argument convincing
- Draft the concluding paragraph, using your essay outline to make sure that your conclusion:
 - Summarizes your topic
 - Synthesizes the main points into a new idea or concept
 - Leaves readers with a lasting impression
- Check the spelling and grammar of your document
- Save your document

Activity 3: Electronic Communication

Task: Electronic Communication Sources

- Open a new word processing document and type your name, date, and a title
- Find one or two e-mail or instant messaging sources on the issue of your persuasive essay
- Cite each source
- Write a short paragraph explaining why you chose the source(s)
- Check the spelling and grammar of your document
- Save your document

Activity 4: Peer Review

Task: Persuasive Essay Revision

- Open your persuasive essay draft
- Exchange essays with a peer and review each other's essay, making sure that you:
 - Understand the type of feedback 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 make your argument
 - Revise paragraphs that are too long or too short
 - Rewrite or rearrange sentences to make paragraphs more logical
 - Remove supporting points that are not necessary to make your argument
 - 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: Persuasive Essay Edit

- Open your persuasive 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