Checklist for Essay Tests

Use the following as a guide when preparing for an essay test.

____ 1. Do I really understand what the question asks me to do?
____ 2. Have I done any preliminary planning of my major points?
____ 3. Does the first sentence of my answer repeat the question and forcefully show the reading how I will develop my answer?
____ 4. Do the major points in my answer stand out?
____ 5. Are the major points supported with examples and facts?
____ 6. Are there clear transitions between my 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, or did I wander away and not return?
____ 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?