

# Simple Writing Step Checklist

You must crawl before you can walk. You must walk before you can run. This means that you must do things **in order**. Writing is the same. Do the following, step by step, **in order**, if you want to have a good essay.

|     | PLAN   | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|-----|--|---|---|---|---|---|---|---|---|---|
| (1) | Choose an option (choose a side).  |   |   |   |   |   |   |   |   |   |
| (2) | Brainstorm <u>at least</u> 6 reasons / examples.   |   |   |   |   |   |   |   |   |   |
| (3) | Cut until 3 reasons / examples remain.   |   |   |   |   |   |   |   |   |   |
| (4) | Decide strong, medium, and weak.   |   |   |   |   |   |   |   |   |   |
| (5) | Complete the outline.<br>→ Sentences = write sentences<br>→ Specific support = notes / memos |   |   |   |   |   |   |   |   |   |
| (6) | Assess the outline. Is it complete?  |   |   |   |   |   |   |   |   |   |

|     | WRITE  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|-----|--|---|---|---|---|---|---|---|---|---|
| (7) | Write the essay.<br>→ Narrow down the introductory ¶.<br>→ Copy all outline sentences 100%.<br>→ Expand the specific support.<br>→ Complete the concluding ¶ with a recommendation, prediction, etc. |   |   |   |   |   |   |   |   |   |

|     | REVISE  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|-----|---|---|---|---|---|---|---|---|---|---|
| (8) | Proofread and edit your essay.<br>→ Check spelling.<br>→ Check grammar.<br>→ Check content. |   |   |   |   |   |   |   |   |   |

Notes:

- The M.I.S. is the last sentence of the Introductory Paragraph.
- The Topic Sentences are the first sentences of each Body Paragraph.
- The Concluding Sentence is the first sentence of the Concluding Paragraph.