

# 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 <i>at least</i> 6 reasons / examples.									
(3)	Cut until 3 reasons / examples remain.									
(4)	Decide strong, medium, and weak.									
(5)	Complete the outline. → Sentences = write sentences → Specific support = notes / memos									
(6)	Assess the outline. Is it complete?									

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

	REVISE	✓	✓	✓	✓	✓	✓	✓	✓	✓
(8)	Proofread and edit your essay. → Check spelling. → Check grammar. → 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.