



# WRITING CENTRE

Use this checklist to find out which parts of your written assignment still need work. **In general, your paper/assignment is strong if it contains all of the following:**

## THESIS

- ✓ Clear
- ✓ Specific
- ✓ Debatable

## FORMAL LANGUAGE

- ✗ idioms, sayings, slangs, "I" and "you."
- ✗ problem words i.e. "things," "stuff," "bad," "good," etc.
- ✗ over-generalizations and stereotypes
- ✓ punctuation and grammar
- ✓ few "opinionated" or personal claims (unless stated otherwise)

## ACTIVE VOICE/PRESENT TENSE

- ✗ Passive voice = weak
- ✗ Vague or suggestive language, weak openings  
i.e. "It can be seen that," "there is," "there appears to be..."
- ✓ Active voice = strong, confident writing
- ✓ Paper states and asserts ideas with force

## STRUCTURE

- ✓ Introduction, Body, Conclusion
- ✓ Hourglass Approach
- ✓ Can you underline the thesis?
- ✓ Can you underline each topic sentence?

## LOGICAL FLOW AND CONCISENESS

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- ✓ Convoluted/wordy sentences; long paragraphs; “rambling”
- ✓ ALL paragraphs relate to thesis
- ✓ “To the point” style, clear relationships between paragraphs

## CITATIONS AND BIBLIOGRAPHY

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- ✓ MLA, APA, Chicago 16th ed., or other approved style.
- ✓ Research is well-supported and referenced throughout
- ✓ Scholarly sources/data used
- ✗ Wikipedia, ‘Fox News’, other highly opinionated/controversial sources