

# Checklist: Drafting Your Document

**Directions:** Use this checklist to keep track of your activities as you draft your document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <b>Include sections</b> that your readers will expect or that your assignment requires.
<input type="checkbox"/>	2. <b>Write an effective introduction.</b> Ask yourself: Have I introduced the conversation clearly? Is the strategy I've used (leading with a quotation, defining the problem, and so on) appropriate for my purpose, my role, and my readers? Have I included a clear, strong thesis statement?
<input type="checkbox"/>	3. <b>Provide adequate support for your points.</b> Ask yourself: Do my evidence and analysis back up my points sufficiently?
<input type="checkbox"/>	4. <b>Make sure your document is well organized.</b> Ask yourself: Is my project document organized clearly? Have I made it possible for my readers to anticipate the organization of my document?
<input type="checkbox"/>	5. <b>Use effective paragraphing and paragraph structure.</b> Ask yourself: Have I broken up the document into clear paragraphs? Does each paragraph have a topic sentence? Have I presented my paragraphs in a coherent order?
<input type="checkbox"/>	6. <b>Create effective transitions.</b> Ask yourself: Have I provided smooth and effective transitions in my paragraphs? Have I made use of headings and subheadings to signal a change in topic?
<input type="checkbox"/>	7. <b>Use an appropriate and consistent tone and style.</b> Ask yourself: Will my readers understand my words? Will they question whether my words are technical enough? Will they react poorly to slang? Will they find my words too stiff or formal? Are my sentences grammatically correct and comprehensible? Have I varied my sentence length and structure?
<input type="checkbox"/>	8. <b>Strive for economy.</b> Ask yourself: Have I written enough to make my point? Can I make my point more economically without reducing my ability to meet my goals?
<input type="checkbox"/>	9. <b>Document your sources correctly.</b>
<input type="checkbox"/>	10. <b>Write an effective conclusion.</b> Ask yourself: Does my conclusion reinforce my message? Does it do more than simply restate my argument?
<b>Notes:</b>	
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