Editing Your ACT Essay: A Basic Checklist

Students should complete this checklist prior to handing in their essay.

Essay format:

* Circle the attention getter.
* Draw a box around the thesis in the introduction and the restated thesis in the conclusion.
* Number your paragraphs in the indentation space
* Bracket your topic sentence for each body paragraph.
* Underline the “real life” connections in the body paragraphs.

Grammar: Correct any of the following grammatical errors in your paper:

* Language issues(no slang; no abbreviations; no contractions; no “a lot,” no “very, totally, really;” no use of “things” and “stuff”)
* Spelling errors
* Any run-ons or fragments
* Capitalization(first word of the sentence;pronoun “I”; proper nouns; etc.)
* Lack of end punctuation
* Transitions(no “firstly,” “secondly,” or “thirdly”)

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