Writer’s Checklist for the Argumentative Writing Prompt

PLAN before you write

• Make sure you understand what the prompt is asking you to do.
• Think about your task and your audience.
• Think about the topic and the claim you want to support for that topic.
• Organize your ideas on scratch paper. Use a thought map, outline, or other graphic organizer to plan your essay.

FOCUS while you write

• State your claim about the topic.
• Support your claim with reasons and evidence.
• Organize your paper with an introduction, body, and conclusion.
• Use transitions to connect your ideas.

PROOFREAD after you write

☐ I stayed focused on the topic.
☐ I used reasons and evidence to support my claim.
☐ I corrected any errors in capitalization, spelling, sentence formation, punctuation, and word choice.

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