

BEFORE, DURING, AND AFTER WRITING*{Some Guideline Questions for Writers}*

Am I allowing enough time to ponder and plan before beginning to write?

Do I set forth my main point, thesis, objective, or problem soon enough and precisely enough to shape and direct the development of my thought?

Is my plan of organization reasonable and interesting? And does each step in the progress of my ideas lead readily into the next, without digression and backtracking?

Have I unified each paragraph by means of a topic idea or topic sentence? And have I made fluent transitions from one paragraph to the next.

Do I support my generalizations by needful explanations and by concrete details—especially by well-chosen quotations that I adequately discuss?

Have I made my final paragraph conclusive without being repetitive?

Are my sentences concise, clear, and vigorous? Have I weeded out needless words? Do any passages call for revision?

Are the quotations accurate. And are they correct as to form?

Have I clearly specified any indebtedness that I owe to outside sources, whether quoted or not?

Are my spelling and punctuation correct? Have I repaired all misprints?

Might I substantially improve this paper by doing it over one more time? Should any parts be rearranged?