**Essay Checklist Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_Hour\_\_\_**

 **Peer Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Peer Editor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MLA Format**

* Name/hour/teacher/date left margin

All words in the title should be capitalized except prepositions (12pt. font - Times New Roman)

12 pt. font Times New Roman and double spaced

12 pt. font should be used for all body paragraphs

Works Cited page separate page and Title centered

Sources – left side margin

**Essay**

Cannot use **any** personal pronouns (I, we, you, he, she, it, they)

Do not use contractions in your work (couldn’t, shouldn’t, won’t)

Do not begin any sentence with these words (and, but, because, so, well, like, when, then)

Write out numbers less than 100(unless it is a date, address, game, score, time, etc.)

Give credit to who said it

Do not use the exclamation point anywhere in the essay

Check for all spelling mistakes (there, their, they’re, too, two, to, are, our, hour etc). Word underlines in red.

Check for grammar mistakes (placement of apostrophes, run-on sentences, comma placement, who and whom, which and that, lay and lie, may and might, whether and if, farther and further, effect and affect, etc.) Word underlines in green.

**Introduction**

includes a hook/attention grabber

includes background information about the topic

includes a thesis/claim

**Conclusion**

restates the thesis/claim

restates the topics of each paragraph

ends with a bang (call to action, challenge to the reader, quotation, prediction, thought provoking question or statement, recommendation)