

# SELF-EDIT FORM

## INTRODUCTION

Describe the 3-4 elements of the following and how effective they are:

An engaging **lead-in** sentence

An **overview** of the ideas that the essay will examine

Is the **concessionary-rebuttal sentence** in proper form? (Only in Argumentative Essays)

A **Thesis** statement—check proper form for appropriate essay (literary analysis or argumentative essay)

- In title, the author explores prompt and MOPAW

EVALUATE BODY PARAGRAPHS—Read and edit each body paragraph.

## Paragraph Structure:

- **Topic Sentence**
  - Does it suggest an **idea or does it state a fact**?
  - Does the topic sentence have a subordinate clause (**is the structure complex**) or is the TS a simple sentence?
- Does each body paragraph have at least **one quotation**?
- Does the paragraph **develop its idea fully**? Is the paragraph long enough?

## Paragraph Content:

- Does the paragraph **summarize**?
- Does the paragraph **offer insight and analysis of the idea** you suggest in your thesis?
- Does each paragraph have blended quotations?
- Does a proper citation of sources follow the quotation?
  - “blah blah blah” (Smith 28). This is for a book.
  - “blah blah blah”(Jones 28, para 14) This is for a magazine article.
- Does each paragraph offer literary technique analysis to validate MOPAW? (Only applicable to literary analysis essays)
- Each body paragraph has a **Transitional Adverb** that leads into the concluding sentence or concluding sentences of your paragraphs
  - Consequently—cause and effect
  - Furthermore or moreover--addition
  - Although or nevertheless--contrast
  - Elsewhere—place
  - Likewise—comparison

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Circle all TNTD in your essay. Consult the Things Not to Do in Your Essays document in your Course Book—P24-25

→Identify and edit out all TNTDs in your essay.

## **COMMON GRAMMATICAL ERRORS—A Check-list.**

- Spelling—Look for the red lines viewable on-line and then fix
- Punctuation—I will expect all commas, semi-colons, and colons to be used correctly.
- Pronoun Agreement—Pronouns must agree—**See bottom of page 17** of course book for examples of such errors. **See top of page 17** for explanations.
- Sentence Fragments—All sentences must have a subject and a verb.
- Complete sentences are independent clauses, not subordinate ones.
- its (possessive pronoun)
- it's (contraction of it is)
- to—preposition
- too—adverb, as in “He was too late.
- two—the number 2
- Their/there/they're
- Apostrophes—present when needed and properly used.
- MUST USE—colon, semi-colon, hyphen, dash, and transitive adverbs in middle of body paragraphs—See hand-out on these items or course book.
- **TITLES**
  - **Book titles** are *italicized*.
  - Article, **poem and short story titles** are placed inside quotation marks along with any punctuation.

## **CONCLUSION**

**Describe the 3 elements of the conclusion and how effective they are:**

A lead-out sentence

A summation that brings conclusion to and wraps up your points of argument.

A witty outro sentence.