



TOUCHSTONE 3 CHECKLIST

Refer to the checklist below throughout the writing process. Do not submit your Touchstone until your draft meets all guidelines.

Essay Prompt: Image Analysis

- ☐ If you chose the image analysis prompt, have you analyzed and interpreted — and not just described — the ad's design?
- ☐ Have you made conclusions about the audience and effectiveness of the ad?
- ☐ Did you include the image in your draft?
- ☐ Did you complete the color-coding activity?
- ☐ Is your draft 800-1300 words long?

Essay Prompt: Extended Definition

- ☐ If you chose the extended definition prompt, did you indicate how society defines the word you selected, and then explain your definition (or an expanded definition) of it?
- ☐ Have you included examples and explanations to support your definition?
- ☐ Did you complete the color-coding activity?
- ☐ Is your draft 800-1300 words long?

Working Thesis

- ☐ Have you included a clear, focused, and detailed thesis statement?
- ☐ Does your thesis state the topic and purpose of your essay?
- ☐ Is your thesis a single sentence, and is it located in the introductory paragraph?

Focus and Organization

- ☐ Is there an adequate number of body paragraphs, each with a clear topic sentence?
- ☐ Is there a conclusion paragraph that makes a concluding statement?
- ☐ Are your draft paragraphs sequenced properly?
- ☐ Have you used transitions to connect ideas between sentences and paragraphs?
- ☐ Can your draft be described as having a good flow?
- ☐ Does your draft have a clear focus?
- ☐ Are all supporting details relevant?



Style and Tone

- ☐ Is the tone of your draft unbiased and informative?
- ☐ Is it clear that the purpose of your essay is to inform readers about your topic?
- ☐ Have you carefully considered your word choices?

Conventions

- ☐ Have you checked your draft for grammatical errors?
- ☐ Have you used Spell-Check or another method to check spelling?
- ☐ Have you punctuated your draft correctly?

Before You Submit

- ☐ Have you included your name, date, and course at the top left of the page?
- ☐ Have you completed the "Think About Your Writing" questions and color coding activity?
- ☐ Is your draft between three and five pages long (approximately 800-1300 words)