



TOUCHSTONE 4 CHECKLIST

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

Editing and Revising

- ☐ Have you significantly revised your essay, making adjustments in areas that include organization, focus, and clarity?
- ☐ Have you made comprehensive changes in word choice, sentence variety, and style?
- ☐ Have you made revisions that are based on the feedback provided by your evaluator?

Essay Prompt: Image Analysis

- ☐ If you chose the image analysis prompt, have you revisited your analysis and interpretation of the image to ensure that you've done more than describe it?
- ☐ Have you revisited your conclusions about the audience and effectiveness of the ad?
- ☐ Did you include the image in your essay?
- ☐ Is your draft 800-1300 words long?

Essay Prompt: Extended Definition

- ☐ If you chose the extended definition prompt, did you make sure that your definition is unique, and doesn't rely too heavily on the traditional definition?
- ☐ Did you revisit the examples and explanations that support your definition?
- ☐ Is your essay 800-1300 words in length?

Thesis

- ☐ Have you revised your thesis statement?
- ☐ Did you make sure that your thesis states the overall claim of the essay?
- ☐ Is your thesis one sentence that is located in the introductory paragraph?



Focus and Organization

- ☐ Have you reviewed your body paragraphs and made sure that each one has a clear topic sentence?
- ☐ Have you revisited your conclusion paragraph and concluding statement?
- ☐ Have you reviewed the sequence of your ideas?
- ☐ Have you improved your transitions to connect ideas between sentences and paragraphs?
- ☐ Have you improved the flow of your essay?
- ☐ Does your revision have a clear focus?
- ☐ Have you maintained a clear focus and included only relevant details?

Style and Tone

- ☐ Have you ensured that the tone of your essay is unbiased and informative?
- ☐ Have you informed the reader about your topic?
- ☐ Have you reconsidered 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 essay 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?
- ☐ Is your essay between three and five pages (approximately 800-1300 words) in length?