

### Paragraph Checklist for Giving Reasons

**Instructions: Tick (/) in the boxes provided.**

#### ORGANIZATION

OK NOT OK

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph begin with a topic sentence where a number of reasons are mentioned? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph end with a concluding sentence which emphasizes the topic sentence?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph have main reasons to support the topic sentence?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph have examples to support each main reason?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the main reasons and examples introduced by transition signals?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph have unity? (no irrelevant sentences)                                |

#### GRAMMAR & MECHANICS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check the capital letters.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Check the spelling.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Check the commas                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a period at the end of all the sentences? |

#### SENTENCE STRUCTURE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check the sentences. Do they have at least one subject and one verb, and do they express a complete thought? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the paragraph contain simple, compound or complex sentences?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Check comma splices, run-ons, and fragments.   |

Adapted from “Hogue, A.(1996). *First Steps in Academic Writing*. New York: Addison-Wesley Publishing Company, Inc.”