Guidelines for Writing an Effective Paper

As you write your paper and before you turn in the final draft for evaluation, ask yourself the following questions:

✓ Did the paper’s introductory paragraph gain the interest of the reader and provide a clear preview of what would be covered in the paper?

✓ Were major issues related to the paper’s topic adequately covered in the paper?

✓ Were the main information points stated clearly and accurately in the paper?

✓ Were the main points of the paper organized and presented in a logical and orderly manner?

✓ Does the paper contain a reasonable amount and quality of evidence demonstrating my own independent thought and analysis of the subject matter (key issues) presented in the paper?

✓ Did the paper use appropriate grammar and spelling?

✓ Did the paper’s concluding paragraph(s) summarize or restate key points or recommendations and provide a decisive closing statement?

✓ Were the information sources used to prepare the paper sufficient in number, relevant to the subject matter, and appropriately referenced in the body of the text and on the References page at the end of the paper?