Think about each question. If your answer to the question is “no,” follow the steps below the question to revise your essay.

**Claim**

* **Does the essay have a clear claim that aligns with the prompt?** If not,
	1. Highlight the claim in the writing.
	2. Reread the prompt.
	3. Identify the main idea of the prompt (usually it is in the form of a question).
	4. Determine whether the highlighted claim in the writing aligns to the main idea of the prompt.
	5. If not, turn the question into a claim statement that states your opinion.
* **Is the claim written as a claim statement at the end of the introduction?** If not,
	1. Identify the claim statement in the writing.
	2. Move the claim statement to the end of the introduction. The introduction should provide a summary of the topic and a hook to interest the reader, and end with the claim statement.
* **Is the claim proceeded by context or an introduction?** If not,
	1. Add a summary of the topic and hook to interest the reader directly before your claim statement.
	2. Consider adding a sentence such as “One the one hand \_\_\_\_\_,; on the other hand \_\_\_\_\_.” to introduce the two sides of the argument.
* **Does the claim clearly show a side of the argument and the reasons supporting that view?** If not,
	1. Identify the claim statement in the writing.
	2. Add “because...” and your reasons to the end of the claim statement.
* **Is the claim statement presented in the form of an opinion such as “I think” or “I believe”?** If not,
	1. Identify the claim statement in the writing.
	2. Remove the “I” statement from the claim to make a stronger, more formal statement.

**Focus**

* **Is the focus of the essay clear throughout the entire essay?** If not,
	1. Identify the reasons in the claim. If there are no reasons, identify reasons and add them to the claim.
	2. Read the essay one paragraph at a time. For each paragraph, check whether the paragraph holds the same stance and topic as the claim. If not, remove or revise that paragraph.
	3. If there isn’t one already, add a topic sentence to each paragraph that identifies the reason explored in that paragraph and ties the reason back to the claim. Try to use specific words from the claim statement in your topic sentence to show the connection.
* **Is the focus maintained by frequently connecting to the claim statement?** If not,
	1. In each paragraph, add a specific reference to your claim in the form of a topic sentence. Try to use specific words from the claim statement in your topic sentence to show the connection between each paragraph and the claim.
	2. Make sure each piece of evidence is tied back to a reason and the claim through a reasoning statement.
* **Does the essay present the claim in a focused manner that does not present the author’s biases?** If not,
	1. Read the essay with a focus on whether ideas are presented in an objective manner and a formal style.
	2. Remove any slang that is present in the essay.
	3. Change all contractions such as “don’t” and “isn’t” to the full words such as “do not” and “is not.”
	4. Proofread the essay to ensure it is grammatically correct and uses complete sentences.
	5. Ensure that the wording of the essay is as technical and precise as possible.

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