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

* **Does the essay follow a clear organizational structure beginning with an introduction and claim, followed by presenting reasons, evidence, and reasoning, and ending with a conclusion?** If not,
  1. Create an outline of your essay. First, write the claim.
  2. Leave a few lines and then write each reason (at least two) in a full sentence with space between each. Remember that reasons should support the claim.
  3. Under each reason, list at least one piece of evidence that supports the reason. This can be taken from the first draft of the essay or can be a new addition.
  4. Accompany each piece of evidence with a reasoning statement connecting the evidence to the claim. This statement should be placed directly after the piece of evidence. On the outline, the reasoning statement does not need to be a full sentence.
  5. Add 2–3 bullets points outlining an introduction that explains the issue and why it is important before the claim.
  6. Add 2–3 bullet points outlining a conclusion statement immediately after the last body paragraph.
  7. Using the outline, rearrange the existing parts of the essay to improve upon the overall organization of the essay.
  8. Add any additional parts of the essay that were not originally included.
* **Does the essay utilize transition words and phrases to show connections or relationships between ideas?** If not,
  1. Review the first and last sentences of each paragraph. Look for places where you can make connections between the end of one paragraph and the beginning of the next.
  2. Add connecting sentences that tie together the body paragraphs in your essay.
  3. Read the essay paragraph by paragraph. In each paragraph, identify places where transition words can connect the reason, evidence, and reasoning statements.
* **Does the essay have a clear introduction?** If not,
  1. Reread the essay
  2. Add an introduction before the claim statement. In one or two sentences, explain why the issue is important and acknowledge the counterargument. Consider adding a hook such as a question, fact, quotation, short story, or strong statement that is directed toward the intended audience of the essay and will attract their attention.
* **Does the essay have a clear conclusion?** If not,
  1. Reread the essay
  2. After the last body paragraph, add a conclusion statement that restates the claim and summarizes the main points of the argument. Make sure that the conclusion brings together the ideas in the rest of the essay. Keeping in mind your audience, consider ending with a call to action or a thought on why this topic is important.
* **Does the essay have all of the parts of argumentative writing (claim, evidence, reasons, counterargument)?** If not,
  1. Copy and paste the essay into a program like Google Docs or Word.
  2. Use a different color to highlight the:
     1. Claim
     2. Reasons
     3. Evidence
     4. Reasoning
     5. Counterargument
  3. Check to ensure the claim includes at least two reasons. If not, use “because” to add two reasons.
  4. Make sure each reason has at least one piece of evidence and is in its own paragraph that starts with a topic sentence. If not, return to the sources and identify evidence for each reason.
  5. Make sure each piece of evidence is accompanied by a reasoning statement. If not, add a reasoning statement directly after the evidence connecting the evidence to the central claim and reason it supports.
  6. Determine whether a counterclaim is identified in the essay. If not, add a counterclaim to the introduction or within one of your reasons.
* **Does the essay present only one topic per paragraph?** If not,
  1. Reread each paragraph individually.
  2. Determine the main idea of the paragraph.
  3. If multiple ideas are covered in the same paragraph, divide the paragraph into multiple paragraphs to ensure that only one idea is covered in each paragraph.
  4. Add a topic sentence to each paragraph to identicate the topic of the paragraph.
* **Is the order of the evidence and reason paragraphs based on the strength of the arguments?** If not,
  1. Reread the claim of the writing.
  2. Reread each of the body paragraphs and note the reason supporting the central claim that is argued in each.
  3. Based on the evidence provided, determine which body paragraph is the strongest. Place this paragraph first.
  4. Determine the strength of the other body paragraphs and determine a logical order. This could be placing paragraphs from strongest to weakest, or placing a strong paragraph as your first and last body paragraphs to end on a stronger piece of evidence.
  5. Add transitional words to link the paragraphs and indicate the relationship between each part of your essay.
* **Does the essay have a strong hook that will be of interest to the broader audience reading the essay?** If not,
  1. Reread the sources and the introductory paragraph.
  2. Reflecting on the audience of the work, identify what type of information will catch the reader’s attention.
  3. Identify a type of hook to add to the writing. Consider starting with a question, a quotation, a short story, a strong statement, or a fact or statistic.
  4. Add the hook at the beginning of the introduction and adjust the introduction as needed to maintain the flow of the writing.
* **Does the writing end with the significance of the essay topic?** If not,
  1. Reread the sources and the conclusion paragraph.
  2. Reflecting on the audience of the work, identify an appropriate call to action or final insight that the reader can accomplish or will resonate with them.
  3. Add a significance at the end of the conclusion. Consider using a call to action or a powerful insight statement that pertains specifically to this audience.