

The Draft Review Checklist

A practical review of purpose, structure, evidence, clarity, and citations before a draft moves forward.

Purpose and structure

- ☐ The opening makes the purpose and direction clear.
- ☐ The central claim is specific enough to guide the paper.
- ☐ Each paragraph contributes one clear idea.
- ☐ Transitions show how ideas connect.

Evidence and reasoning

- ☐ Every important claim is supported with reasoning or evidence.
- ☐ Sources are introduced and explained, not simply dropped into paragraphs.
- ☐ The writing distinguishes the source's ideas from the writer's own analysis.
- ☐ Counterarguments or limitations are addressed where useful.

Clarity and citations

- ☐ Sentences are direct, readable, and varied.
- ☐ Quotations and paraphrases are cited consistently.
- ☐ The reference list matches the in-text citations.
- ☐ The final paragraph leaves the reader with a meaningful conclusion.

Final reflection

The strongest part of this draft is...

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The next revision I will make is...

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