

## Writing Short Essay Checklist:

- Introduction paragraph  
(at least 3 sentences and a topic sentence)
  
- Body paragraph (at least 10 sentences)
  
- Closing Paragraph (at least 3 sentences)
  
- Capitalize proper nouns and beginning of sentences
  
- Use of commas, apostrophes, quotation marks, and ending punctuation
  
- correct spelling (use spellcheck)