1. Read the introduction. Is it effective and engaging? Can you identify the thesis easily, and does it propose an argument rather than just stating a fact? Suggest ways to improve:

2. Read the last paragraph of the essay. Does the conclusion correspond directly to the thesis? Can you suggest any improvements?

3. Read the rest of the essay. Does each paragraph have a topic sentence in bold, underlined font? If not, is there still a topic sentence? Identify each paragraph that lacks a topic sentence [notation: TS].

4. Verify that each paragraph has a single central idea. Identify each paragraph that lacks cohesion [notation: CO].

5. Is the language clear and comprehensible? If the author quotes in the original language, can you still follow the argument based on the analysis in English? If not, mark citations that need to be better glossed in English [notation: GL].

6. Is every argument justified by quotations or other references to primary or secondary texts? Identify each argument that is not proven [notation: AR], and make suggestions for improvement.

7. Is each quotation analyzed? Is it clear why the author chose to quote specific passages? Mark passages that need better analysis [notation: AN].

8. Are the ideas organized in logical order? Look at each transition. Are all the ideas directly connected to the thesis, and do the paragraphs flow together? Mark places where transitions need work [notation: TR]. Can you suggest improvements?

9. Do you notice errors in English grammar/vocabulary? Circle them, and list areas in which the author can improve:

10. List at least one commendation for the author, and one way the essay can be improved.