Use the following checklist to review and finalize the draft.

|  |  |
| --- | --- |
| ▢ | Avoid using “I think,” “I believe,” or “I feel” in the claim statement. |
| ▢ | Ensure sentences are complete and are capitalized appropriately. |
| ▢ | Check for run-ons, fragments, and comma splices. |
| ▢ | Check subject and verb agreement. |
| ▢ | Check for correct verb tense. |
| ▢ | Check spelling and punctuation. |
| ▢ | Remove slang words and phrases, except when using it deliberately for emphasis or effect. |
| ▢ | Ensure that formal, objective, and appealing style is maintained throughout the essay. |