

How to Prepare for a Writing Consultation in the Academic Support Center

Done ✓		Suggestions	Questions for Consultant
	Who is your audience for this paper?	Choose a specific audience, not necessarily your professor.	
	Have you used spelling and grammar check?	The spelling and grammar checks are located under Tools on the tool bar. Be careful: the suggestions for change are not always accurate. Refer to the <i>New Century Handbook</i> , 2 nd Ed., or a dictionary if you think a suggestion is questionable.	
	Highlight your thesis sentence and the topic sentence in each paragraph. <ul style="list-style-type: none"> • Is each topic sentence related to the thesis sentence? • How does each topic sentence help develop the point you make in the thesis sentence? • Does the paper deliver what the thesis sentences promises? 	Use the Inspiration software to create a web, using the thesis sentence as the central idea and the topic sentences to develop that idea. Then use the feature that turns the web into an outline. The web and/or outline can help you check for unity and coherence.	
	Read the last sentence of one paragraph and the first sentence of the next paragraph. <ul style="list-style-type: none"> • Does one sentence lead into the next? • Have you used transitional words to help connect ideas or signal a shift in thought? 	Check out the Academic Support Center handout, "Useful Transitions." Hard copies are available in the Center, and you can access an electronic copy at http://www.chesapeake.edu/writing/handouts.asp	
	Have you eliminated all second person words (you, your, yours) from the paper?	Check out first, second, and third person in the <i>New Century Handbook</i> , 2 nd Ed.	
	Do you use specific details and examples to support the main points in the paper?		
	Are all the paragraphs well developed?	Generally, you need at least 4 sentences to develop the main point of the paragraph; however, if you have more than 10 sentences, the paragraph is too long for your reader to absorb the information.	
	Have you double-spaced and used 12-point font?	Word processed papers look more polished.	
	Does your title make the reader want to read your paper?	Try to make the title unique and reflective of your point of view.	
	Does the conclusion tie things up and relate back to the thesis sentence?	If you are having trouble developing a conclusion, <u>temporarily</u> paste the thesis sentence at the end and read through the entire paper several times.	