**On-Demand Writing Checklist**

**\_\_\_\_\_\_** Answer all parts of question and elaborate on examples and details.

**\_\_\_\_\_\_** Begin with an introductory statement that restates the question.

**\_\_\_\_\_\_** Organize your answer into big, fat, juicy paragraphs at least 5-6 sentences long.

**\_\_\_\_\_\_** Use good transition words – however, furthermore, in addition, moreover, on the other hand, thus and therefore. Make sure the ones you use make sense in context.

**\_\_\_\_\_\_** End with a concluding sentence or paragraph. Sum it up.

**\_\_\_\_\_\_** Check your grammar and spelling. Don’t begin sentences with the words *and*, *but,* *so,* or or.

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