

# Draft Content Checklist

<b>Yes/No</b>	<b>Does my document draft:</b>	<b>Notes</b>
	Contribute to the document's overall message through every paragraph?	
	Clearly present the thesis and supporting main points?	
	Offer good transitions from one paragraph and section to the next?	
	Include all the necessary content in the proper structure?	
	Present ideas in a meaningful order?	
	Include a decisive introduction and conclusion?	
	Include any placeholders that need to be completed?	
	Use appropriate tone of voice, word choice, and flow?	
	As scheduled for completion, provide time for my ideas to gel?	
	Look correctly formatted from a visual standpoint?	
	Include a strong working title?	