

# PARAGRAPH FLOW CHECKLIST

| Actions   | Complete |
|---|----------|
| <p>Label your paragraphs in the margin with a few words that sum up the paragraph. Check that each paragraph is focused on one main idea.</p>                 |          |
| <p>Ensure you have topic sentences that contain the key words to help the reader recognise the main idea of each paragraph.</p>                               |          |
| <p>Double check that paragraphs are in a logical order and that there is no repetition of main ideas so that the essay flows smoothly.</p>                    |          |
| <p>Check that the connection between the paragraphs is clear. Consider whether adding transition words/phrases would be useful.</p>                           |          |
| <p>Make sure you signpost so the reader can follow your train of thought clearly, by using words such as <i>briefly, first, for example, however</i> etc.</p> |          |
| <p>Revise the introduction to make sure it accurately represents the rest of the paper.</p>   |          |