



A Checklist for **Argument or Position Papers**

- Is the claim or proposition – what the writer is trying to prove – clearly stated?
- Are all assertions supported by evidence?
- Is the evidence – facts, interpretations of facts, opinions – appropriate? Data should be accurate, recent, and sufficient. Cited sources should be reliable.
- Does the arrangement of evidence make sense? Does it emphasize the most important issues? Are there more effective ways of arranging the evidence?
- Are facts, statistics, examples, anecdotes, and expert opinions placed properly? Are they used in an appropriate context?
- Is the evidence carefully documented?
- Is the reasoning sound?
- Has the writer avoided all logical fallacies?
- Are the terms that might be controversial or ambiguous adequately defined?
- Have opposing arguments been considered and dealt with adequately?