

GLOBAL
EDITION



A Short Guide to Writing about Art

ELEVENTH EDITION

Sylvan Barnet



ALWAYS LEARNING

PEARSON

A WRITER'S CHECKLIST: REVISING A DRAFT

- ❑ Is the title of the essay informative and interesting? Does it indicate the scope and focus of the essay? (pages 272, 275) Is it in the proper form? (pages 323–60)
- ❑ Is the opening paragraph interesting, and by its end does it focus on the topic? (pages 36, 172, 224–27)
- ❑ Is the work of art identified as precisely as possible (artist, material, location, date, and so on)? (pages 324–26) Are photocopies of works of art included?
- ❑ Is the point (thesis) stated soon enough—perhaps even in the title—and is it kept in view? (pages 35–36)
- ❑ Is the organization reasonable and clear? (pages 36–37, 270–71) Does each point lead into the next without irrelevancies?
- ❑ Is each paragraph unified by a topic sentence or topic idea? (pages 216–17)
- ❑ Are some paragraphs too long or too short to be read with pleasure? (pages 222–24)
- ❑ Do transitions connect the paragraphs? (pages 220–222)
- ❑ Are generalizations and assertions about personal responses supported by evidence—by references to concrete details in the work? (pages 50, 55–56)
- ❑ Are the sentences concise, clear, and emphatic? Are needless words and inflated language eliminated? (pages 208–10)
- ❑ Is the concluding paragraph conclusive without being repetitive? (pages 227–29)
- ❑ Are the dates and quotations accurate? Is credit given to sources? (pages 256–57, 343–49)
- ❑ Are quotations introduced adequately with signal phrases such as “Crow offers a surprising comparison,” so that the reader understands why the quotation is offered? (pages 233, 263–64, 340–41)
- ❑ Are the long quotations really necessary? Can some be shortened (using ellipses to indicate omissions) or summarized in my own words? (pages 344–46)
- ❑ Are the titles of works of art—other than architecture—underlined to indicate italics? (page 339)
- ❑ Are footnotes and bibliographic references in the proper form? (pages 350–60)
- ❑ Have I kept in mind the needs of my audience—for instance by defining unfamiliar terms? (pages 26–27, 59–60, 274–75)
- ❑ Is a likable human being speaking in this essay? (pages 205–06)
- ❑ Is the essay properly formatted? Does my last name and the page number appear at the top of each page? (pages 323–24)
- ❑ Has the essay been proofread? Are spelling and punctuation correct?

ADDITIONAL CHECKLISTS

- | | |
|--|---|
| ✓ Imagining a Reader, p. 27 | ✓ Thesis Sentence, pp. 35, 235 |
| ✓ Basic Matters, p. 63 | ✓ Evaluating Web Sites, p. 250 |
| ✓ Writing a Comparison, p. 159 | ✓ Electronic Documentation, p. 251 |
| ✓ Writing a Catalog Entry, p. 169 | ✓ Note-taking, pp. 259–60 |
| ✓ Revising a Review of an Exhibition, pp. 180–81 | ✓ Reviewing a Draft of a Research Paper, pp. 266–67 |
| ✓ Revising a Draft, pp. 266, 275 | ✓ Avoiding Plagiarism, p. 349 |
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Short Guide to Writing About Art, A, Global Edition

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