

STAPLE ON FRONT OF PAPER

Name _____

CONTENT:

_____ focuses on a subject that meets the requirements of the assignment

_____ thoroughly informs readers

LOGICAL ORGANIZATION

Introduction:

_____ opening statement (hook; general, but not TOO general); broad to narrow shape

_____ thesis clearly stated (essay controlling idea)

Body:

_____ each paragraph focused, supports thesis

_____ each sentence appropriate to paragraph

_____ transition link sentences and paragraphs for smooth flow

Conclusion:

_____ restatement (not a copy and paste!) of thesis in light of given information

_____ final statement (the SO WHAT)

STYLE

_____ sentence variety (type, length, beginning word)

_____ word choice (appropriate; strong, vivid, exact verbs and nouns)

_____ active over passive voice

_____ conciseness (eliminated wordiness, redundancy, unnecessary expletive constructions, minimized use of "to be" verbs)

MECHANICS/GRAMMAR (per kind of error: 0-2 earns a 3; 3-4 earns a 2; 5-6 earns a 1):

_____ spelling/typos, punctuation/capitalization, usage, complete sentences, agreement, contractions, etc.

_____ follows the formatting requirements and formality (person, number, tense) of the assignment

_____ Sub total

_____ Mechanical errors over 6 kinds (-1 each)

_____ AB Factor (1 or 2)

_____ /50 =

TOTAL GRADE _____