

I. DESIGN AND FORMAT

TOTAL:

Paper contains (format) 3 pts, .5 each

- 8d double spacing
- 8d(3) MLA-style first page
- 8d(1) proper indentation (→) & other spacing (#)
- 8d(2) proper page numbering
- 8e(2) 12-point, proportional, serif font and unjustified text
- neat, no handwritten corrections, etc.
- _____

II. PARTS OF THE PAPER

TOTAL:

Introduction contains 4 tot 1 ea (intro)

- 33b(1) attention-grabber
- 36f(1) background info & definition of key terms
- 32c clear thesis statement
- clearly stated plan of paper
- _____

Body (bod) 6 tot 2 ea.

- 36d(2) acknowledges alternative explanations
- follows paper plan laid out in intro
- 36d(1) logically supports thesis
- _____

Conclusion (conc) 4 tot 1 ea

- 33b(2d) clinches or "hits home" the central idea
- contains an "elegant exit"
- 33b(2a) rephrases thesis & summarize points
- 33b(2e) connect with introduction
- _____

40a(3) Works Cited Page is (cit) 2 tot .25 ea

- based strictly on MLA style
- consistent in format throughout
- double spaced
- entitled properly & located on separate (last) page
- inclusive of *all* & *only* those works cited in paper
- indented properly
- ordered properly
- punctuated and capitalized properly
- _____

III. STYLE

TOTAL:

Paragraphs contain 4 tot, 1 ea

- 31b clearly arranged ideas
- 31b(3) effective transitions
- 30 fluid, varied writing
- 31a unified sentences and paragraphs
- _____

Proper attribution implies 4 tot, 1 each

- *39e giving credit to avoid plagiarism (*src*)*
- 40a MLA parenthetical citation style (*cit*)
- 39d(3) proper paraphrasing (*cit*)
- 39d(3a) writing with your own words
- _____

Mechanics of paper include proper 2 pts; .5 each

- 11 abbreviations (*ab*) & acronyms (*ac*)
- 9 capitalization conventions (*cap*)
- 10 italicization conventions (*ital*)
- 11f-g number conventions (*n*)
- 16b, 10a title format punctuation errors (*tf*)
- _____

Proper diction avoids errors in 11 total, 1 each

- 19a-e, 20b colloquialisms/slang (*col*), jargon (*jar*), clichés (*cl*)
- 6b(1), 19d(1) equitable and inclusive language (*eq/inc*)
- 20a(3), 21a(2) exactness, not vague/weak words (*ex*)
- 20a(3), 21a(2) strong, unmoderated absolute words (*ex*)
- 21a(3) expletives ("there is" "it is") (*ex*)
- 20c idiomatic expressions (*id*)
- 22a missing words (a, the, prepositions) (*mw*)
- 29d(1) passive vs. active voice (*pv*)
- 21a redundancy (*red*)
- 28c unspecific pronouns ("it" "that") (*unsp*)
- 19, 20, gu^s word choice / wrong word (*wc*) (*ww*) (*gu*)
- 21 wordiness (*w*)
- _____

IV. SPELLING, GRAMMAR & PUNCTUATION 30, 1 each

TOTAL:

Proper spelling avoids errors in (sp)

- 15 apostrophes (general) (*apos*)
- 18c, gu^s compound words and phrases (*cd*)
- 18c, gu^s homonyms (*hom*) and good usage (*gu*)
- 18f(1) hyphenation
- 18a proofreading (*pr*) or spell-check error (*sc*)

Correct grammar avoids

- 28a,b ambiguous pronoun reference (*ref*)
- 6a(7-8) collective/singular noun error *s(sing) (pl)*
- 3, 14a comma splices (*cs*)
- gu^s (p.762) faulty predication ("is where / when") (*fp*)
- 3 fused sentences (*fs*)
- 6b pronoun-antecedent agreement problems (*pro*)
- 5a pronoun case problems (*pro*)
- 25a, 25b misplaced (*mm*) / dangling modifiers (*dm*)
- 27 inconsistency: shift in verb, person, number (*cst*)
- 26 nonparallel construction (*//*)
- 2 sentence fragments (*sf*)
- 6a subject-verb agreement errors (*sv*)
- use of "you" or "they" for generic pronouns
- _____

Proper punctuation avoids

- 15b apostrophe errors in dates (✓)
- 15a(1) apostrophe errors in *it's* vs. *its* (*ap*)
- 15a apostrophe errors, words ending in -s (*ap*)
- 40b(I.) block quote errors (*bq*)
- 13a comma between subject and vb (⊙)
- 13e commas before a series (⊙)
- 13b comma with coord. conjunction (⊙)
- 13d commas with restrictive elements (⊙)
- 17 period, dash, colon, etc. errors (*punct*)
- 16a3 quote-inside-quote errors (✓) (✓)
- 16d quotes, errors in punctuation around (*qp*)
- 14c semicolons instead of commas (✗)
- _____

missing comma (Λ)

- 12 after introductory elements or in a series
- 12b, c between independent clauses
- 12a in dates, places, etc.
- 12e(2) in parenthetical elements or for ease of reading
- 12e, f with nonrestrictive elements
- 12d _____

*Plagiarism is a serious offense, which can result in failure or even expulsion from the university.

^s "gu" refers to the Glossary of Usage, p. 746 on, in Hodges' Harbrace.

V. SUBSTANCE 75 tot 3 ea.

TOTAL:

Comments/Other

- Thorough coverage *(explain, expand)* { covers most major points
 objective facts are accurate
 develops issues thoroughly

- Originality of thinking and approach *(reflect, critique)* { approaches the material in a novel way
 includes a personal perspective
 engages the reader

- Synthesis of reading, lectures, other sources *(synthesize)* { draws from academic literature
 avoids unacceptable sources
 supplements with outside research
 gives examples from sources & experience

- Critical thinking *(critique, reflect, expand, theorize)* { accurately interprets evidence
 identifies & analyzes alternatives
 supports assertions
 avoids sweeping or hasty generalizations
 avoids prescriptive statements
 takes risks by questioning theories, lecture
 proposes new explanations and theories
 avoids logical fallacies
 avoids unclear connections between ideas
 avoids biased or value-laden interpretation
 evidences rethinking of personal perspective
 avoids close-mindedness and hostility
 views issues from diverse perspectives
 considers ethical issues
 considers issues related to social justice

VI. RESPONSIBILITY

TOTAL:

The responsible writer 5 tot 1 each

- shows evidence of reading and following instructions thoroughly
- shows evidence of having devoted ample time for preparation, revision, and editing
- shows evidence of taking the assignment seriously
- asks the instructor for assistance if points or purpose need clarification
- turns the assignment in on time *or* requests an extension for a valid reason **(-7.5 if late)**

Comments, remarks, questions . . .

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