

PRE-SUBMISSION CHECKLIST FOR WRITING

MEANING — What you have to say . . . your content and ideas

- I demonstrate a sound understanding of task.
- I demonstrate a sound understanding of text.
- I show depth of analysis.
- I make insightful connections.
- I convey compelling, suggestive ideas.

DEVELOPMENT — How convincingly you convey your meaning . . .

- My ideas are developed thoroughly.
- My ideas developed clearly and purposefully.
- My DETAILS and EXAMPLES are relevant and appropriate and I avoid generalizing and summary.
- I effectively use references and/or quotations with commentary.
- My conclusion logically follows all that I've written in the body of the paper. I avoid summarizing.
- I maintain an appropriate distance from my subject.
- My paper is the appropriate length.

ORGANIZATION — How you shape or structure your meaning . . .

- I maintain a clear, consistent focus and/or point of view with a clear thesis and branches (if appropriate to the assignment).
- There is a logical or effective shape with a sense of beginning, middle, and end.
- I effectively use transition devices.
- I effectively use topic sentences, paragraphs, and sentence lengths.
- My sequences of thought support my purpose
- My paper coheres, “holds together,” WORKS!

LANGUAGE USE — How you present your meanings with words . . .

- My paper shows a notable sense of VOICE.
- I've used precise diction.
- My word choice is effective and I have avoided wordiness, jargon, and clichés.
- I show an awareness of my audience.
- I show an awareness of my purpose.
- My syntax (sentence construction) is effective and discipline.
- I have used sentence variety.
- My paper demonstrates appropriate tone.
- I have shown a fluent and original use of language.

CONVENTIONS — How well you've followed the “rules” . . .

- My paper is free of spelling errors.
- My paper is free of punctuation errors.
- My paragraphing is logical and deliberate.
- All capitalization is correct.
- My grammar is accurate.
- My language usage is correct.
- If handwritten, my writing is legible.
- My verb tense is consistent.
- I have proofread carefully.
- My format is correct.