

Writing Checklist and Rubric

The purpose of this checklist is to provide a tool for self-evaluation and to clarify the expectations for written work in this course. Before submitting your paper, you will complete this checklist and attach it to your paper. In evaluating papers, I will consider the following qualities: accuracy, organization and clarity, thoroughness and development, and argument.

ACCURACY

- | | | |
|---|---|---|
| 1. Have I proofread my paper, eliminating grammatical and other surface errors? | Y | N |
| 2. Have I properly formatted the paper and ensured it is the proper length? | Y | N |
| 3. Have I accurately characterized the central issue? | Y | N |
| 4. Have I accurately represented the positions, arguments, or criticisms discussed? | Y | N |

CLARITY AND ORGANIZATION

- | | | |
|---|---|---|
| 5. Have I avoided using slang? | Y | N |
| 6. Have I avoided discussing extraneous material? | Y | N |
| 7. Have I expressed my ideas in clear prose? | Y | N |
| 8. Have I clearly explained my ideas and made them self-sufficient? | Y | N |
| 9. Have I ensured that the paper gets down to business quickly? | Y | N |
| 10. Have I stated the thesis of the paper in the first paragraph? | Y | N |
| 11. Have I unified and focused the paper on the stated thesis? | Y | N |
| 12. Have I provided logical links throughout the paper to support the thesis? | Y | N |

THOROUGHNESS AND DEVELOPMENT

- | | | |
|---|---|---|
| 13. Have I answered all parts of the assigned question? | Y | N |
| 14. Have I demonstrated knowledge of class materials and discussions? | Y | N |
| 15. Have I provided adequate bibliographic information? | Y | N |
| 16. Have I explained relevant background material? | Y | N |
| 17. Have I sufficiently developed the position I defend? | Y | N |

ARGUMENT

- | | | |
|---|---|---|
| 18. Have I avoided rhetorical questions? | Y | N |
| 19. Have I offered compelling support for my position? | Y | N |
| 20. Have I considered what my opponents may say? | Y | N |
| 21. Have I offered an important, original, and plausible thesis and argument? | Y | N |

