ROUGH DRAFT CHECKLIST

THINGS YOU DID WELL

_____ Very few spelling/grammatical errors
_____ Research and effort is present
_____ The paper is very well organized
_____ Formatting was done properly
_____ All sections of the paper are present
_____ References
_____ Content was appropriate for the topic

THINGS THAT YOU NEED TO IMPROVE

_____ Proofread (lots of spelling/grammatical errors)
_____ You may want to have someone else review your paper
_____ Please visit the Academic Support Center (ASC) in the basement of the library for help
_____ Organization of Paper (see specific comments in paper)
_____ Choppy and hard to follow
_____ Paragraph
_____ Paragraphs does not flow well
_____ Missing transition sentences between paragraphs
_____ Paragraphs have too much information
_____ Paragraphs have too little information
_____ Information is out of order
_____ Content
_____ Missing sections of paper

INSTRUCTORS COMMENTS:

____________________________________________________________

TOTAL /50

_____ Research and Effort is lacking (see comments below) 5 pts

_____ Formatting
_____ Title page needed
_____ Margins must be 1” all around
_____ Double-space
_____ Font (must be 12 point, see “How to Write a Paper” for more information)
_____ 5 page minimum

_____ References
_____ In-text citations
- You must cite any and all ideas that are not your own
- See (ref) on first page for example only. Be aware that you must address in-text citations throughout the paper
_____ 4 References (listed on a Reference page) are required