ROUGH DRAFT CHECKLIST

Format Check:

☐ Paragraph is indented

☐ Paragraph follows **chunk format**

☐ There are no floating quotes

☐ Work is written in the **present tense**

Punctuation & Capitalization Check:

☐ Each sentence ends with a punctuation mark

☐ There are no run-on sentences

☐ Transitions introduce each quote with either a colon (:) or a comma

     (If the transition can stand on its own as a sentence, use a colon. If it cannot, use a comma.)

☐ Each quote is surrounded by quotation marks

☐ There are no contractions (ex. *can't* should be *cannot*, *it's* should be *it is*, etc.)

☐ All proper nouns are capitalized

Spelling Check:

☐ All commonly confused words are used correctly (there/their/they're, than/then, etc.)

Substance Check:

☐ Topic sentence mentions the title of the text (books are italicized <u>or</u> underlined) and author

☐ You do not use the word "I".

☐ You are using the present tense (Ex. "She walks to the store" instead of "She walked to the store.")

☐ Transitional sentences provide an adequate amount of context (speaker of quote, current situation, etc.)

☐ Concrete details relate to what you are trying to prove

☐ Concrete details have properly formatted citations

☐ Commentary fully explains the meaning and significance of the concrete detail

☐ Commentary connects the concrete detail to the point you are proving

☐ Concluding sentence adequately ties all of the ideas together

FINAL DRAFT CHECKLIST

Format Check:

- ☐ Paragraph is indented

- ☐ Work is typed in size 12 Times New Roman font

- ☐ Work is double-spaced

- ☐ Paragraph follows **chunk format**

- ☐ There are no floating quotes

Punctuation & Capitalization Check:

- ☐ Each sentence ends with a punctuation mark

- ☐ There are no run-on sentences

- ☐ Transitions introduce each quote with either a colon (:) or a comma

    (If the transition can stand on its own as a sentence, use a colon. If it cannot, use a comma.)

- ☐ Each quote is surrounded by quotation marks

- ☐ There are no contractions (ex. *can't* should be *cannot*, *it's* should be *it is*, etc.)

- ☐ All proper nouns are capitalized

Spelling Check:

- ☐ All commonly confused words are used correctly (there/their/they're, than/then, etc.)

Substance Check:

- ☐ Topic sentence mentions the title of the text (books are italicized <u>or</u> underlined) and author

- ☐ You do not use the word "I".

- ☐ You are using the present tense (Ex. "She walks to the store" instead of "She walked to the store.")

- ☐ Transitional sentences provide an adequate amount of context (speaker of quote, current situation, etc.)

- ☐ Concrete details relate to what you are trying to prove

- ☐ Concrete details have properly formatted citations

- ☐ Commentary fully explains the meaning and significance of the concrete detail

- ☐ Commentary connects the concrete detail to the point you are proving

- ☐ Concluding sentence adequately ties all of the ideas together