ROUGH DRAFT CHECKLIST

<u>Format Check</u>:

- ☐ Paragraph is indented

- ☐ Paragraph follows **chunk format**

- ☐ There are no floating quotes

<u>Punctuation Check</u>:

- ☐ Each sentence ends with a punctuation mark

- ☐ There are no run-on sentences (sentences that are too long and require punctuation)

- ☐ 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 (ex. He said, "quote")

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

<u>Capitalization Check</u>:

- ☐ *Every* sentence begins with a capital letter

- ☐ All proper nouns are capitalized

- ☐ No words or letters are capitalized that should *not* be capitalized

<u>Spelling Check</u>:

- ☐ Double-check your spelling—if you are unsure how to spell a word, look it up!

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

<u>Substance Check</u>:

- ☐ Topic sentence mentions the title of the text (books are italicized <u>or</u> underlined; short stories are quoted)

- ☐ Topic sentence mentions the author

- ☐ You do not use the word "I".

- ☐ 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 details

- ☐ Each part of the question is addressed

FINAL DRAFT CHECKLIST

<u>Format Check</u>:

☐ 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

<u>Punctuation Check</u>:

☐ Each sentence ends with a punctuation mark

☐ There are no run-on sentences (sentences that are too long and require punctuation)

☐ 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 (ex. He said, "quote")

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

<u>Capitalization Check</u>:

☐ *Every* sentence begins with a capital letter

☐ All proper nouns are capitalized

☐ No words or letters are capitalized that should *not* be capitalized

<u>Spelling Check</u>:

☐ Double-check your spelling—if you are unsure how to spell a word, look it up!

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

<u>Substance Check</u>:

☐ Topic sentence mentions the title of the text (books are italicized <u>or</u> underlined; short stories are quoted)

☐ Topic sentence mentions the author

☐ You do not use the word "I".

☐ 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 details

☐ Each part of the question is addressed