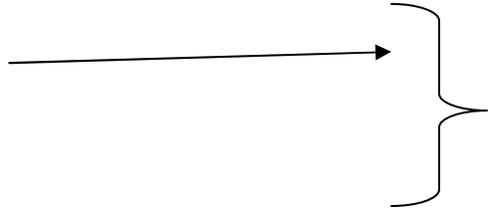


## OVERALL

- Make sure your heading is correct. Date should be the DUE DATE
- Do you have a title? Is it capitalized correctly? Does it pull in the reader?
- In the left margin, label each paragraph “Introduction ¶,” “Body ¶,” or “Conclusion ¶”
- All evidence presented is cited. Article titles mentioned in the writing are italicized

## INTRODUCTION PARAGRAPH

- In the right margin, label the Hook using a **bracket**
- In the margin state what style of hook you have
- Box in your synopsis, history, or background.
- Underline your thesis.
- In your thesis, circle the main topic
- In your thesis, double underline the sub-topics



## BODY PARAGRAPHS (for each body paragraph)

- Circle the main topic
- Double underline the examples
- Squiggle-underline the analysis
- Draw an arc over any transition word/phrase between sentences or paragraphs

## CONCLUSION PARAGRAPH

- In your thesis, circle the main topic
- In your thesis, double underline the sub-topics
- Box in your ETHOS wherever it may be
- In the right margin, label the Call to Action using a bracket

## WORKS CITED PAGE

- Works Cited page correctly formatted?
- In the left margin, number all of your sources. THEN go into your paper and put the corresponding number on all evidence.

**All formal papers should have:**

- **Heading format upper left**
- **Running header upper right**
- **No extra spaces anywhere**
- **No extra lines anywhere**
- **All text 12 point Times New Roman**
- **One inch margins top, bottom, left, right**
- **Double spacing**
- **No contractions, text language, or slang**
- **No abbreviations: etc.**
- **No personal pronouns**
- **Spell out numbers under 100**

Errors noticed in your drafts

- A lot
- your & you're
- there & their & they're
- its & it's
- whose & who's
- good, bad, stuff, things
- my thesis, my topic, this quote, the thesis, the topic

**Before submitting the final draft:**

1. **Use a dictionary or spell-check. Read the paper carefully to make sure the correct words are used.**
2. **Read the paper aloud. Revise any parts that are unclear or seem awkward.**
3. **Look at formatting: margins, line spacing, and the Works Cited page are often areas for errors**
4. **Have someone else read it and make editing/revising comments.**
5. **Taking into account steps 1-3, produce a clear, error-free (or close) final draft.**

**WHEN YOU ARE READY TO SUBMIT**

- **Staple the Rubric on top of your paper**
- **Go through the Rubric and self assess—circle the areas that you believe refer to the mastery level of your writing**
- **Turn paper copy in to the folder**
- **SAVE AS, a new copy of your essay to rename it in the following format:**

**Period# Firstname Lastname e.g., 5 Travis Wittwer**
- **Submit this copy to the WITWNER drop box. My Groupshare > Shared > Wittwer**
- **Make sure you did not submit your only copy**
- **Email a copy to yourself because all computers are wiped over the summer**