

Name:
Grade:

Paper Evaluation Checklist

Introduction

- Strong
- Acceptable
- Weak

Analysis

- Strong
- Acceptable
- Weak

Evidence

- Strong
- Acceptable
- Weak

Miscellaneous

- Incorrect citations
- Late submission
- Poor chronology

Writing Style

- Awkward sentences
- Ideas are difficult to understand
- Repetitive commentary
- Informal or conversational language
- Word choice could be improved
- Transitions between paragraphs need work
- Sentences are too long or wordy
- Passive voice

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Presentation and Formatting Issues

- No title page included
- No word count provided
- No page numbers listed
- Incorrect font style – should be *Times* or *Times NR*
- Incorrect spacing – should be double-spaced
- Incorrect margins – should be 1” all around

Grammatical Issues

- Sentence fragments, run-ons, phrases, etc.
- Contractions
- Personal Pronouns – “I,” “you,” and “we”
- Commas, periods, or semi-colons need work
- Capitalization needs work
- Possessives and Apostrophes need work

Other Issues

- Does not use past tense consistently
- Fails to meet page and/or word requirement
- Does not use the required 12 point font
- Skips lines between paragraphs
- Print cartridge issues/font difficult to read
- Commentary drifts from parameters of assignment
- Pages are missing, out of order, or not stapled
- Uses block quotes or excessively long quotes
- Ideas need a more logical organization
- Paragraphs are too short or too long
- Author needs to use “the” appropriately

Suggestions for Improvement

- Conduct a stronger proofread
- Practice integrating short quotes into writing
- Avoid broad, sweeping generalizations
- Provide more evidence for support
- Closely read prompt and guidelines
- Rely less on outside materials
- Provide more background or context
- Read and write more for fun
- Have a friend or classmate read your work
- Review handouts on writing tips
- Seek out additional academic help