

Final Draft check sheet

Name: _____

My assignment is to compose a final, polished version of my paper, which is an exploration of a topic on the relationship of humans to our environment.

I have summarized my research, and reached conclusions. I stand behind the conclusions I've drawn. But I realize in the future I will read and think more, and may reach different conclusions.

I have read at least 2 new sources since my first draft.

I worked at least five hours outside of class on the writing of this draft.

I have addressed all the areas in the [description of the paper](#).

I met the deadline for this draft.

Development / Audience

I thought about my audience as my peers, other students in my class.

I used examples to explain ideas and concepts.

Rather than simply repeating facts that I came across, I thought about how to relate those facts to the life experiences of my intended audience.

Sources

I read more than 6 articles / sources.

I created a Bibliography or List of Works Cited using a standard format (MLA, APA,...)

I documented insights / facts / observations from my sources, and indicated which sources they came from with in-text citations (using a standard format, such as MLA or APA...) which refer to sources in my Bibliography.

I did not copy any text or images from my sources into my paper unless I quoted it and cited the source. (I did not plagiarize.)

I avoided extended quotes from my sources. Instead I synthesized and paraphrased what I learned from my sources to convey the essence to my intended audience.

I submitted a version of my final draft more than 24 hours before the deadline, and examined my “similarity score”. If it was 5% or more, I read the similarity report, and cleaned up references to my sources to avoid possible plagiarism by (preferred choice) paraphrasing what I read, or adding quotation marks around material taken straight from a source.

I have owned and identified **my** opinions and judgements.

A reader will be able to distinguish my opinions from those of my sources.

Organization

I have organized what I’ve written, grouping related items together.

I tried to identify several themes from reading about the topic, and am using those themes to organize my writing.

I included an introduction to my topic.

I drew my thoughts / learnings / judgements together in a “conclusions” section.

Language and sentence structure

I wrote a compelling title, which is also an honest representation of the topic that I explored.

I tried to use one verb tense throughout.

I used complete sentences.

I broke up what I wrote into paragraphs.

I have run the text of my paper through Word, or a similar tool to check for easy-to-catch grammar and spelling mistakes, which I have fixed.

I spent at least an hour re-reading my draft for clarity and organization and fixing issues that I found.

Conventions

__I keyboarded this draft. With double-line spacing and approximately 1 inch margins. It runs to 9 pages, but not more than 10 pages. (Page count does not include a separate title page nor the list of works cited.)

__I uploaded my final draft in Word format, or as a pdf, to Moodle/TurnItIn.