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|  | **Task** | **Check Complete** | **Points deducted per item** |
| 1 | I have inserted a heading to the left of the paper at the top. |  | 3 pts. |
| 2 | I have single-spaced the heading and included the following in the heading: Name, Class, Date, Paper Title. (*To single-space, highlight this info. and go to Home>Styles>No Spacing)* |  | 5 pts. |
| 3 | I have not used a separate title centered in my paper. |  | 1 pt. |
| 4 | I have the following # of sentences per paragraph *(see Paper #1\_Topics & Research)*  Opening paragraph—4 to 6 sentences w/thesis statement as **LAST sentence**in the opening paragraph.  Body paragraphs—5-8 sentences  Closing paragraph—3 to 5 sentences |  | 3 pts./paragraph |
| 5 | I have avoided using research in my opening paragraph BEFORE I have given the thesis statement. In other words, I have not tried to “prove” my point before I have told the audience what I will argue unless it is general information that is relevant but not part of claim or 3 sub-claims. |  | 3 pts. |
| 6 | I have not used 1st person in paper (I, we, our). See https://www.grammarly.com/blog/first-second-and-third-person/ |  | 1 pt. each |
| 7 | I have not used 2nd person in the paper (you) |  | 1 pt. each |
| 8 | I have not used vague words and/or informal vocabulary in the paper (lot, a lot, alot, big, huge, etc.) |  | 1 pt. each |
| 9 | I have double-spaced my paper and it follows the requirements noted in the WCA. |  | 5 pts. |
| 10 | I have used the spell/grammar check and then I have re-read my paper for errors. |  | Assumed |
| 11 | I have numbered my pages (1st page does not need to be numbered but can be). |  | 3 pts. |
| 12 | My page length meets the requirements for this paper per syllabus. 1st Paper: 3 to 3 ½ pages. |  | 16pts. per missing ½ page  33 pts. per missing page |
| 13 | I have included an accurate Works Cited.  Per the class syllabus, “The responsibility for learning to cite sources correctly always resides with the student.”  https://owl.english.purdue.edu/owl/resource/747/01/ |  | 1 pts. each major error |
| 14 | My Works Cited includes hanging indents (where any line after the first is indented 5 spaces) for each citation over one line in length.  https://sites.google.com/a/abschools.org/abrhs-library/home/create-hanging-indent-in-Googledocs?scrlybrkr=8e89fb25# |  | 1 pt. each citation |
| 15 | My Works Cited is titled Works Cited at the center, 1” from the top. |  | 3 pts. |
| 16 | My Works Cited research list is in alphabetical order. |  | 1 pt. each |
| 17 | All lines in my Works Cited are double-spaced.  https://owl.english.purdue.edu/owl/resource/747/01/ |  | 5 pts. |
| 18 | My paper references at least 5-8 sources, and I have noted my references in my Works Cited list. Three (3) of these sources must be from Pew Research, and the remaining sources may also come from Pew Research, Kaiser Family Foundation, government sources and/or peer-reviewed scholarly journals. Do not use news outlets and magazines as part of these 5-8 sources unless it is introductory information in the opening of the paper. |  | 5 pts. per missing source, or if the source is other than required |
| 19 | I have not used contractions in the paper (I’ve, we’ve, you’ve, etc.) |  | 1 pt. each |
| 20 | I have not inserted my opinion in the text or made myself part of the subject of this material (Note: this piece is not a persuasive writing assignment). In other words, I have not used “I believe,” or “my opinion is“ type statements, nor any first person POV or 2nd person POV. |  | 5 pts. each |
| 21 | My thesis statement is in this format: Subject + claim + 3 supporting details = thesis statement. The subject is the topic of your essay, the claim is what you will argue about the topic, and the 3 supporting details are the reasons your claim (the argument) is valid. |  | 1-20 pts. |
| 22 | My thesis statement is written in parallel structure.  https://owl.english.purdue.edu/owl/resource/623/1/ |  | 5 pts. |
| 23 | Each of my topic sentences refers back to one of the 3 sub-claims in my thesis statement, and it addresses them in sequential order (Ex., 1st sub-claim is the topic sentence of the 1st paragraph, etc.). |  | 5 pts. |
| 24 | I do not use questions in my paper, which asks the reader to do the work connecting the dots for me. |  | 2 pts. each |
| 25 | I use nouns after “this” in my paper to avoid vagueness. This what? |  | 1 pt. each |
| 26 | I have introduced a counterclaim into at least one paragraph of my paper. See the Harvard Univ. essay re: counterclaims in BB/WCA. |  | 3 pts. |
| 27 |  |  |  |

* This type of paper uses the scholarship to make the argument, so a scholar should be stating the points for you rather than you making it unless you can substantiate that you have done scholarly, unbiased research. This type of paper is different from a persuasive paper. It is possible to make the point you wish to make, but it has to come from the scholarship, and it must include an unbiased counter-argument as well. Any paper that sways too strongly to one side than the other indicates to those in the field that there may not be enough scholarship noted for the paper.
* Scholars could come along and quickly upend it with an alternate POV, so you protect the argument by providing the counterclaim and enough broad, quality research to help readers.

Students Signature (typed or signed/scanned): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_