

1. Title page

- _____ Title centered 2 1/2" from top, all key words capitalized
- _____ Name centered horizontally and vertically
- _____ Class name, Mrs. Jones' name, Date centered 1" from bottom of page

2. Outline

- _____ Title centered at top
- _____ Thesis statement under title
- _____ Roman numerals used as follows:
 - I = Introduction
 - II - Antithesis
 - III = 1st body paragraph (2nd strongest argument)
 - IV = 2nd body paragraph (weakest argument)
 - V = 3rd body paragraph (strongest argument)
 - VI = Conclusion
- _____ For every I., there is a II.; for every A. there is a B; etc.
- _____ The first letter and all proper nouns in each entry are capitalized
- _____ All entries are in words/phrases, not in sentences
- _____ All entries are parallel within their level [i.e. all Roman numerals parallel each other, all capital letters at a given level are parallel, etc.]

3. Organization/Content

- _____ Follows the 5 paragraph "recipe" I gave you earlier
 - _____ a. Intro uses an interest arousing technique
 - _____ b. Last sentence of intro contains a well-worded thesis using one of the thesis writing techniques and is worded as OPINION [simple, thesis with key terms, power thesis, occasion/position].
 - _____ c. Antithesis paragraph states opponent's key argument
 - _____ d. Antithesis paragraph effectively kills or concedes opponent's argument
 - _____ e. Each paragraph begins with a topic sentence that state's one argument in support of the thesis and is written as OPINION.
 - _____ f. Each paragraph is supported by at least 2, and preferably 3, facts, examples, details, statistics, quotes, along with explanatory sentences that develop the facts, etc.
 - _____ g. **Each paragraph contains a clincher sentence that explains how content proves the thesis or develops the idea as a significant issue.**
 - _____ h. Writing contains vivid language—figurative language, sensory imagery, parallel structures, subordinated opponent's arguments, vivid verbs, sophisticated vocabulary.
Contains a minimum 2 (TWO) uses of figurative language (simile, metaphor, sensory imagery, etc.)
- _____ Uses persuasive appeals effectively
 - _____ a. Emotional appeals are limited to the intro and conclusion
 - _____ b. Ethical and logical appeals dominate in the body paragraphs.
 - _____ c. Contains no faulty logic, particularly glittering generalities (all/none reasoning)
- _____ Parenthetical documentation is used where needed.
- _____ The period comes after the parenthetical documentation.
- _____ Contains transitions to each paragraph. Honors extra credit: Uses paragraph hooks
- _____ All pages are properly formatted with last name and page number in upper right hand corner.

4. Grammar/Mechanics

- _____ Circle all misspellings.
- _____ Highlight incorrect punctuation, particularly paying attention to apostrophes in possessive nouns, sentence fragments, run-on sentences, commas after introductory "anythings."
- _____ Contains no "there is"/"there are" type sentence structures.
- _____ Contains no passive voice sentences. Ex: The food was eaten by the dog.
- _____ Contains no Jones' Junk elements. Get your list out and check.
- _____ Does not use 1st person pronouns—I, me, my, we, us, our
- _____ Does not use 2nd person pronouns—you, your, yours, you're

TURN OVER FOR MORE!!!!!!

5. Works Cited and Parenthetical Citations

Works Cited:

- _____ Contains minimum of 5 credible, valid sources (no Wikipedia sources allowed).
- _____ Works Cited is centered at top of page
- _____ All entries are alphabetized by the first word in each entry
- _____ All entries are correctly formatted according to MLA style, as described in the Englewood Style Guide or in the student resource section on turnitin.com.
- _____ **Each entry ends with a period. [This is the #1 mistake. Don't make it!!!!!!!!!!!!!!!!!!!!]**
- _____ Last name and page number appear in the upper right hand corner of the page
- _____ Entries are NOT NUMBERED.

Parenthetical Citations:

- _____ All facts, statistics, information, and quotes found in sources are cited in essay.
- _____ Citations are correctly punctuated. Use the models below:
 - a. Quoted material: "Somebody says something cool in a quote" (Jones 23).
 - b. No quoted material: At least 100% of the class should cite correctly (Jones 34).
 - c. Quoted material with ! or ?: "Don't get this wrong or else!" (Jones 45).
 - d. Indented quotes:
 - With indented quotes of 3 lines or longer, indent one inch from left margin, don't worry about the right margin, and don't use quotation marks before or after. Cite author/page number at end of indented quote (Jones 67).