

## AFL085 Essay Checklist

Name: \_\_\_\_\_  
 Instructor: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Assignment: \_\_\_\_\_

**1<sup>st</sup> Typed Drafts:** Students will receive instructor feedback focusing on TWO major areas of improvement. However, students are still responsible for basic improvements as discussed in class.

- Area of Improvement #1: \_\_\_\_\_ -
- Area of Improvement #2: \_\_\_\_\_ -

**2<sup>nd</sup> Typed Drafts:** Students will receive instructor feedback for each category below, with an emphasis on the two major areas of improvement. All categories must be rated AVERAGE or above for the essay to pass.

Category	Excellent	Good	Average	Failing
<b>Prewriting:</b> <i>Prewriting and graphic organizer are complete and attached.</i>				
<b>Thesis Statement:</b> <i>Thesis includes a limited topic and a specific focus/assertion.</i>				
<b>structure/Organization:</b> <i>The essay follows the graphic organizer. Each paragraph is organized in a logical manner.</i>				
<b>Unity:</b> <i>Topic sentences clearly relate to thesis statements. Major and minor details clearly relate to topic sentences.</i>				
<b>Coherence:</b> <i>Ideas flow smoothly and are easy to understand.</i>				
<b>Idea Development:</b> <i>Each topic sentence is supported with specific major details. Each major detail is supported with engaging, elaborative minor details that "show vs tell."</i>				
<b>Mechanics:</b> These errors have been avoided. <ul style="list-style-type: none"> <li>• <i>Fragments ,Run-Ons and Comma Splices</i></li> <li>• <i>Commas ;Basic Proofreading Errors</i></li> </ul>				

**Revisions:** Students who receive a failing grade on the 2<sup>nd</sup> Typed Draft may turn in a revision within one week. **Reminder:** Revising your essay means ONLY that you have the opportunity to improve your grade. It does not guarantee a specific grade.

### Late Assignment Policy

- All homework will be given a due date when assigned.
- Late assignment must be turned in at the beginning of the next class session and will receive a 20% reduction in grade. Assignments will not be accepted after that point, and no credit will be given.
- Late assignments must be turned in by 5:00 p.m. the following school day or will not be accepted for a grade. The assignment will receive a zero "0". In case of emergency situations, contact your instructor. Documentation must be provided.
- In case of emergency situations, please contact your instructor.



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