

2006 Academic Writing Assignments & Self-Evaluation Checklist

- **Preliminary Work**

List of topics	Thesis statements	Outline
Graphic	List of sources (references)	Other:

- **Draft 1**

Outline	Introduction	Body	Conclusion	Works cited
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- **Draft 2**

Outline	Introduction	Body	Conclusion	Works cited
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- **Draft 3**

Outline	Introduction	Body	Conclusion	Works cited
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- **Oral Presentation**

Quiz	Note-taking	Q & A	Re-telling	Delivery
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- **In-class Writing**

Topic 1: "How to Write a Research Report"

Topic 2: "How to Avoid Plagiarism"

Other:

Other:

Overall Evaluation (5 = excellent, 1 = poor)

1. I <i>attended</i> class regularly.	5	4	3	2	1
2. I came to class <i>on time</i> .	5	4	3	2	1
3. I <i>participated</i> actively in class.	5	4	3	2	1
4. I used <i>English</i> as much as possible in class.	5	4	3	2	1
5. I did all the <i>homework</i> and in-class <i>assignments</i> .	5	4	3	2	1
6. My homework was completed <i>on time</i> .	5	4	3	2	1
7. My work was done <i>neatly</i> .	5	4	3	2	1
8. I used proper <i>margins, line spacing, page numbers, etc.</i>	5	4	3	2	1
9. My writing was <i>well organized</i> (thesis, topic sentences, etc.).	5	4	3	2	1
10. I supported my topics with <i>details</i> and <i>examples</i> .	5	4	3	2	1
11. I used <i>indirect quotations</i> and <i>paraphrase</i> correctly.	5	4	3	2	1
12. I used <i>direct quotations</i> correctly (quotation marks, citations).	5	4	3	2	1
13. I avoided <i>plagiarism</i> (see 11 and 12 above).	5	4	3	2	1
14. I used transition words (<i>in addition, however, therefore, etc.</i>).	5	4	3	2	1
15. I used a variety of <i>sentence types</i> (compound, complex, etc.).	5	4	3	2	1
16. My <i>Works Cited</i> list and in-text citations matched correctly.	5	4	3	2	1
17. My <i>Works Cited</i> list used correct MLA style	5	4	3	2	1
18. My <i>grammar, spelling, punctuation, writing style, etc.</i> were good.	5	4	3	2	1
19. My oral presentation was well done	5	4	3	2	1

No. _____ Name _____ Date _____