

21W.783 Document Checklist

Author and topic:

Evaluator:

| | | |
|-------------|--|-------------|
| Beginning: | | |
| | Title | -- - * + ++ |
| | Abstract | -- - * + ++ |
| | Table of Contents (if appropriate) | -- - * + ++ |
| | Identifiable problem, contention, or purpose | -- - * + ++ |
| | Structure and content of document introduced | -- - * + ++ |
| Middle: | | |
| | Organization | -- - * + ++ |
| | Content | -- - * + ++ |
| | Information Accessible | yes no |
| | Transitions | -- - * + ++ |
| Paragraphs: | | |
| | Topic sentences | -- - * + ++ |
| | Transitions | -- - * + ++ |
| | Closure | -- - * + ++ |
| Details: | | |
| | Grammar | -- - * + ++ |
| | Punctuation | -- - * + ++ |
| | Word choice | -- - * + ++ |
| | Spelling | -- - * + ++ |
| Figures: | | |
| | Referenced in text | yes no |
| | Worth 1000 words | yes no |
| | Visual impact | -- - * + ++ |
| Overall: | | |
| | Supported Contentions | -- - * + ++ |
| | Satisfied Audience | -- - * + ++ |