

Informative Essay/Research Paper: Editor's Checklist

Note to Parents/Evaluators: Thank you for helping your student revise the informative essay/research paper. This is a multi-step process that involves many language skills, so the final product should represent not only that the student learned content but also that s/he knows how to structure and document an informative essay. *What you are reading is not the final draft.* Please discuss this draft with your student, and then fill out the checklist below. Grades are NOT based on the number of "yes" responses, so please give honest feedback that will help your student improve later drafts. Students should be able to define any terms you are not familiar with and explain the purpose and structure of the essay as well as any research terms. Thank you!

Students: You will revise your research paper based on the comments from your editor. You will not submit a "final draft" until AFTER your editor has completed this checklist and you have made all necessary revisions. The paper you submit for final scoring needs to be as close to perfect as you can make it, so this checklist is not the last step in the process. Consider the suggestions of your editors as you revise.

Writer: _____

Topic: _____

Introduction...

- ...begins with an **attention getter** ("hook") that draws the reader in to the essay. yes no
- ...provides **background information** to familiarize readers with the myth. yes no
- ...is written in the third-person (no "I" or "you" statements; definitely *No Bubbas!*). yes no
- ...contains a **clearly stated thesis/primary claim**... yes no
 - ...at the end of the introductory paragraph. yes no

Thesis/Primary Claim: _____

Body Paragraphs (4-6 of them)...

- ...contain clear **claims** (topic sentences) that...
 - ...support/develop the thesis/primary claim in the introduction. yes no
 - ...state a conclusion or inference the writer has made, not just a fact. yes no
- ...develop the claims and **do not just retell the story**. yes no
- ...contain **textual evidence** (examples/quotes/summaries from sources) to support claim. yes no
- ...contain **reasoning** that illustrates/explains how evidence supports each claim. yes no
- ...contain appropriate **transitions** between examples/quotes/summaries. yes no
- ...contain a **conclusion or transition (to next claim) statement** at the end. yes no
- ...are written in the third-person (no "I" or "you" statements). yes no
- ...contain properly formatted **parenthetical documentation (in-text citations)** ... yes no
 - ...that refers to sources on the Works Cited. yes no

Number of body paragraphs between the introductory paragraph and the conclusion paragraph: _____

Parenthetical Documentation (in-text citations)...

- ...is evident in the body of the essay (seven or more citations). yes no
- ...includes proper elements (first word of Works Cited entry)... yes no
 - ...for books: author's last name and page number (Hamilton 34). yes no
 - ...for websites: author's last name only (Skidmore). yes no
 - ...for sources with no author: title of article in quotes ("Zeus"). yes no
- ...is properly spaced: one space after end of sentence, like this (Smith). yes no
- ...is properly punctuated: period at the end, like this (Thompson). yes no

Conclusion Paragraph...

- ...restates the thesis/primary claim in different words. yes no
- ...summarizes claims made in the body paragraphs. yes no
- ...ends with a memorable clincher statement and/or refers back to the introduction. yes no

Works Cited Page...

- ...is a separate page. yes no
- ...was created using Citation Builder, KnightCite, or a similar program. yes no
- ...is properly formatted: spacing, punctuation, indenting (after first line). yes no
- ...is properly alphabetized (by first word of entry). yes no
- ...contains proper spelling and punctuation. yes no
- ...contains proper italicizing (not underlining) of book and movie titles. yes no
- ...contains at least three books and one website. yes no
- ...looks neat and professional. yes no

What is the best part of this writing? Why? _____

Make one specific suggestion for improvement: _____

Stylistic Details:

- The writing is neatly typed, spell-checked, and free of errors. yes no
- The writing contains an appropriate title that relates to the topic. yes no
- The title is properly centered and formatted (same font size as essay). yes no
- The writing does NOT capitalize the words *god* and *goddess* (for myths). yes no
- The writing is more than a retelling of the myth. yes no
- The writing presents an effective argument that illustrates a truth. yes no
- The writing appears to be a best effort. yes no

Parent/Evaluator Signature: _____ **Date:** _____

Students: Now that you have discussed your informative essay with an evaluator, revise it and submit a final draft to Utah Compose by the due date. Fill in the following information:

First Draft Score from Utah Compose: _____ Date: _____

Final Draft Score from Utah Compose: _____ Date: _____

You do not need to print a final draft, but you should attach the Works Cited page, the outline, the library and lab worksheets, and all notes to this completed assignment and turn them in to Mr. Thompson by the due date.

Final Due Date: _____