

Students, Parents, Editors, and Advisors,

Mr. Thompson's English classes have been working on research papers for the past month. We have discussed each step in the research writing process, and students should now be prepared to create excellent final papers, which will be scored using the rubric on the other side of this page. Here are the steps that students should complete between now and the day final papers are turned in:

1) Using the feedback from the rough drafts, **complete a "clean" second draft** that meets the requirements listed on the other side of this page.

2) **Take the second draft and the scoring guide to one parent and one other trusted editor or advisor for suggestions.**

*****Parents/Editors/Advisors: Read the student's second draft and check it against the scoring rubric to see if the paper meets all the requirements. Discuss with the student where s/he may need to make changes to get as many of the points as possible. You may write on the student's rough draft, but please don't write on the scoring guide. Please sign and date the bottom of this page to indicate that the student has had the benefit of your wisdom and experience. Thank you for your help!**

3) Students: **Double check the following (and put check marks next to them when you have):**

_____ a. Does the paper contain clear transition statements that move the writing smoothly from one paragraph to the next? If not, make necessary revisions.

_____ b. Do you use the word "I" way too often? ("I think...", "In my opinion...", "I am doing my paper on...") Have you turned it into a paper about you rather than about your topic? If so, make necessary revisions.

_____ c. Do you use too many "dead" (meaningless) or overused words? *Great, very, really, interesting, and good* are just such words. Try to rid your paper of them.

_____ d. Is your research paper written in a formal style? It should be in the third-person (avoid *I, me, myself*), and it should reflect your most proper language skills. Imagine that your readers will be a group of egg-headed college professors, and you want to impress them, BUT...

_____ e. **DON'T PLAGIARIZE!** The paper should also reflect your own level of vocabulary and writing ability. It should be written in sentences that you created and that you understand. Make sure you have not copied anything directly from your sources.

_____ f. Is your works cited page done properly? Check the research packet for details.

_____ g. Is your title page centered horizontally and vertically? Is it balanced and easy to read?

_____ h. Is this page signed by a parent and one other editor? It should be!

4) **Do the final draft.** (Due date _____) Submit the research paper stapled in this order:

top:	the other side of this page face up on top, with your name in the blank
***	title page for research paper
***	the final draft of the research paper
bottom:	the final draft of the works cited page

Final Due Date: _____

Parent Signature _____ Date _____

Other Editor/Advisor _____ Date _____