

# Essay Editing / Assessment Guide

Author of essay: \_\_\_\_\_ Genre: \_\_\_\_\_

Major strengths of essay: \_\_\_\_\_

## Format

### Focus for improvement:

- correct 4-line heading
- Times New Roman 12
- paragraph indenting
- no extra spacing between paragraphs
- centered title
- one-inch margins
- last name and page number at top right of all pages

## Source documentation (in-text documentation and works cited page)

### Focus for improvement:

- double spaced
- hanging indent
- no extra spacing between entries
- correct MLA7 format
- citations alphabetized
- in-text documentation matches WC format
- attribution given to paraphrased/indirect quotations
- summaries are in writer's voice
- source "ethos" (identity, credibility) given
- "sandwiching" sources: introduce, use, comment

## Organization/Structure

### Focus for improvement:

- Effective (clear, logical, consistent) organizational pattern followed
- Transitional words / phrases / sentences smoothly link paragraphs and discussion throughout

## ★ Discussion / Ideas

### Focus for improvement:

- Strong, clearly worded central idea (thesis) established for the discussion
- Clearly worded, relevant points support a central idea (thesis) of the essay
- Topic sentences that support the essay's thesis begin each paragraph
- Essay offers relevant evidence and enough discussion to support claims

## Sentence mechanics to focus on for improvement:

- Syntax:** awkward, confusing wording (words, phrases, clauses not arranged grammatically)
- Punctuation:** Writing contains run-ons, comma splices, and sentence fragments; comma use errors
- Pronoun use:** singular-plural (e.g., "a person ... they"); using "you" to generalize
- Plurals / possessives:** apostrophes used to make plurals; incorrectly writing possessives
- Spelling or capitalization** errors. (More than five spelling errors is failing.) Homonyms confused.
- \_\_\_\_\_