Paper Evaluation Check Sheet

All or nothing

☐ Addresses assignment topic

Content and Mechanics

☐ Includes a thesis or controlling idea
☐ Develops specific ideas and relates them back to the thesis
☐ Shows understanding of the topic
☐ Meets assigned word count
☐ Provides reference list

Structure

☐ Uses appropriate format
☐ Includes topic sentences for every paragraph
☐ Groups related ideas in paragraphs
☐ Has transitions between paragraphs
☐ Has transitions between sentences
☐ Includes a summary of ideas at the end of the paper

Grammar, Tone, and Style

☐ Shows understanding of sentence structure (no incomplete or run-on sentences, subject-verb agreement, etc.)
☐ Exhibits professional tone: not too casual
☐ Exhibits professional style: clear yet concise
☐ Written appropriately for intended audience
☐ Has correct spelling
☐ Uses technical terms properly
☐ Uses quotes properly when needed

Additional Comments:

Grade __________