

Student Name _____ Course _____

Research Paper Rough Draft Checklist

Writing Effectiveness	Purpose ■ Context ■ Focus	Organization ■ Structure ■ Transitions ■ Intro ■ Conclusion	■ Details ■ Elaboration	■ Voice ■ Tone	■ Research Materials ■ Citations ■ Work Cited
Below Standard	<input type="checkbox"/> Omits context before citing evidence <input type="checkbox"/> No focus or may digress	<input type="checkbox"/> Hard to follow <input type="checkbox"/> No context in intro <input type="checkbox"/> Missing transitions <input type="checkbox"/> Abrupt conclusion	<input type="checkbox"/> Few details <input type="checkbox"/> Little or no explanation of details	<input type="checkbox"/> Awkward or very simple sentences, fragments <input type="checkbox"/> Slang	<input type="checkbox"/> Only one or two sources; inappropriate source (s) <input type="checkbox"/> Missing/incomplete citations <input type="checkbox"/> Incomplete work cited
Nearly at Standard	<input type="checkbox"/> Some context <input type="checkbox"/> Focus established, but not sustained throughout	<input type="checkbox"/> Mostly easy to follow <input type="checkbox"/> Some context <input type="checkbox"/> Some transitions <input type="checkbox"/> Thin conclusion	<input type="checkbox"/> Some details/facts; may be repetitive <input type="checkbox"/> Some explaining; thin elaboration	<input type="checkbox"/> Simple sentence patterns <input type="checkbox"/> Some awkward sentences	<input type="checkbox"/> Inadequate number/type of sources <input type="checkbox"/> Incorrect citations <input type="checkbox"/> Improper format for works
Meets Standard	<input type="checkbox"/> Adequate context throughout <input type="checkbox"/> Focus established and sustained throughout	<input type="checkbox"/> Easy to follow <input type="checkbox"/> Intro has sufficient context <input type="checkbox"/> Transitions make sense <input type="checkbox"/> Conclusion includes focus, details and original thought	<input type="checkbox"/> Adequate depth and balance of details/facts <input type="checkbox"/> Details are well explained	<input type="checkbox"/> Academic voice <input type="checkbox"/> Complex sentences; precise words	<input type="checkbox"/> Appropriate number/type of sources <input type="checkbox"/> Proper format/use of citations <input type="checkbox"/> Correct works cited format
Exceeds Standard	<i>Above, plus:</i> <input type="checkbox"/> Context is engaging, ‘hooks’ reader <input type="checkbox"/> Use of focus is unique and seamless throughout	<i>Above, plus:</i> <input type="checkbox"/> Structure highlights advanced thought of topic/focus <input type="checkbox"/> Intro info engages reader <input type="checkbox"/> Variety of transitions that engage reader <input type="checkbox"/> In-depth, thought-provoking conclusion	<i>Above, plus:</i> <input type="checkbox"/> Both depth and breadth of details <input type="checkbox"/> In-depth elaboration; may cite evidence in a sophisticated manner.	<i>Above, plus:</i> <input type="checkbox"/> Very engaging voice <input type="checkbox"/> Sophisticated tone	<i>Above, plus:</i> <input type="checkbox"/> Sophisticated variety of sources <input type="checkbox"/> Citations are used in an advanced manner <input type="checkbox"/> Works cited page is free from all mistakes
Comprehension	Descriptors				
Minimal	Little or no information included; serious misunderstanding of concepts; very brief; incoherent; omits any explanation of the broader significance of the topic; responds inappropriately or in an irrelevant manner.				
Basic	Vague or general statements that are not supported by specific facts; little explanation of details; few relevant examples; may stray into personal evaluation of the subject.				
Proficient	Includes sufficient background information regarding the topic; cites precise facts; explains how details support controlling idea; explains importance significance of topic; very little extraneous information.				
Advanced	Very thorough elaboration; includes less obvious examples in support of the thesis statement; reflects on the various implications of the topic; no extraneous information.				