

APPENDIX C

Paragraph Checklist

To be submitted with paragraphs written during Weeks 9, 11, 14, 17, 20, 23, 26, 29, 32, and 35

For grading purposes, award one-half point for each of the following items.

Structure

- ___ I have a clearly developed outline.
- ___ I have an accurate and concise topic sentence.
- ___ All supporting sentences are topical to the topic sentence.
- ___ My ideas are developed clearly and logically.
- ___ I have placed subordinate ideas in subordinate construction.
- ___ I have a proper concluding sentence.

Grammatical Guidelines

- ___ I have corrected all spelling and punctuation errors.
- ___ I have kept subjects and verbs in agreement.
- ___ I have kept verb tenses consistent.
- ___ Antecedents of pronouns are clear.
- ___ Person and number are consistent.
- ___ I have written as many sentences as possible in active voice.

General Guidelines

- ___ I have eliminated contractions, colloquial wording, slang, and clichés.
- ___ I have written with the appropriate level of formality.
- ___ I have eliminated sentence fragments and nominalization.

Style

- ___ I have used precise words: adjectives, adverbs, verbs, and nouns.
- ___ I have varied sentence patterns:
 - simple, compound, complex, compound-complex
 - variety of opening words, phrases, clauses.
 - occasionally altered traditional word order.
- ___ I have fully developed ideas so the reader understands and pictures my point.
- ___ I have used transition words and phrases in order to help the reader follow my logic.
- ___ I have used the assigned literary device.

Style Point Checklist

For grading purposes, award one point per style point used each week.

Style Points – as explained in Week 7, Paragraph Basics 2

- ___ S1 Opening adverb.
- ___ S2 Opening participle.
- ___ S3 Opening participle phrase.
- ___ S4 Opening prepositional phrase.
- ___ S5 Opening infinitive phrase.
- ___ S6 Opening adverbial clause.
- ___ S7 Adjective clause.
- ___ S8 Altering traditional word order.