PHIL: ☐  NAME: ☐  GRADE: ☐  FALL 2011

I. Structure

*Have you provided a clear, well-organized introduction?*

☐ have you briefly explained the issue to be considered?

have you explained how you will proceed in the paper—what is your game plan? (HP)

☐ have you provided a clear thesis statement that doesn’t overpromise (T1, T2)

☐ have you kept your introduction to an appropriate length (roughly ½ page) (GP)

*Does your paper follow the plan you described in your introduction?*

☐ do you discuss ideas in the order your indicated? (OR)

☐ does the order make sense? does your paper follow a logical progression? (OR)

☐ have you written your paper in a way that makes the structure clear and easy to follow—e.g. have you clearly indicated when you are moving to a new argument, objection, or reply?

*Does your conclusion effectively sum up what you have shown?*

☐ is the conclusion brief?

☐ are you careful not to say you have shown or proven something that your arguments do not show or prove?

II. Development

☐ does your paper directly and fully address all questions posed by the paper topic? (NAQ)

☐ does your paper read like an argumentative essay or is the style too expository?

☐ have you developed your arguments fully and effectively, reasoning well and providing evidence for your claims? (AUTH, BQ, BRQ, EA, TBS, TNS, NS, TF, EXP, OS)

☐ have you used examples where doing so would be helpful to clarify your points? (EXN)

☐ have you anticipated and responded effectively to the most serious objections to your arguments?

☐ if you are raising objections to an argument or viewpoint, do your objections *directly target* the argument (e.g. some step of the argument, or some false assumption or unstated premise of the argument, or poor reasoning)?

☐ have you clearly defined any ambiguous or technical terms the meaning of which might be unclear to your reader? (UTT)

☐ have you identified and explained any important assumptions you are making? Are they fair assumptions to make? Why?

☐ have you depicted all views you discuss *fairly and accurately*? (CO, NC)

☐ have you explained ideas and views in your own words, avoiding paraphrase and excessive use of quotations? (UYOW)
III. Mechanics: Grammar, Vocabulary, Paragraphs, Proofreading

☐ do your paragraphs each focus on developing one main idea? E.g. no one sentence paragraphs; no run-on paragraphs; arguments and objections in separate paragraphs. (Note: Paragraphs that are too short often indicate underdevelopment of ideas; overly long paragraphs may indicate that too many different ideas are under discussion.)

☐ have you revised wordy, obscure, and run-on sentences so each sentence of your paper is clear? (WEM) If you notice problems with sentence clarity, check to see whether you are overusing passive constructions or misusing words.

☐ have you eliminated redundancies and irrelevant points? (RD, R?)

☐ have you checked for poor grammar? (E!) have you checked for un-referred pronouns or terms? (E.g. uses of ‘it’ or ‘he’ where the reader won’t know what the it is or who the he is?) (URP)

☐ have you used words correctly? (WW)

☐ be sure to proofread! Don’t rely on spell check—it misses misspellings and won’t catch mistakes in word choice.

☐ Please visit the writing center for help with your writing. (sentence structure; grammar; organization)

IV. Documentation

☐ have you used quotation marks properly to indicate all quoted material, and have you quoted the material accurately?

☐ have you given a reference with exact page # for every quotation and every fact or claim cited?

☐ have you given a complete, formal reference with exact page # for any outside materials you may have consulted?

Comments: