Individual Editing (Using the elements of the freshman honors rubric)

1. Is your first paragraph 4-7 sentences in length? Does it include clever opening (with no weak verbs), introduction to characters, and a well-stated, stand alone claim?
2. Do each of your body paragraphs include easy to follow data statements that relate to your claim?
3. Does your backing include direct quotes that really help prove the connection between the data and claim?
4. Are your warrants thorough (at least 3-4 sentences) and connect
5. Look through your paper for any weak verbs. Remember that you don’t need to worry about the verbs in the direct quotes, but avoid using “to be” verbs unnecessarily.
6. Check each body paragraph for at least one direct, properly cited quote. You may have more than one.
7. Did you spellcheck?
8. Did you proofread your work? If you didn’t read it, do you think anyone else will want to do so?
9. Does your conclusion summarize without repetition? Does it include the audience objections and responses with transitions that show that they are opposing views so you don’t sound like you are confused?
10. Did you avoid the use of “you” “I” “We” “Us” or other similar words that informally connect you or the reader to the text?
11. Do you have transitions between paragraphs and between your ideas and the quotes from the sources? Are your quotes introduced in a logical, but simple way?
12. Did you avoid contractions, slang and cliché’?
13. Did you follow the proper citation format of page number only in parentheses?
14. Did you use present tense throughout the paper?
15. Did you follow the twelve steps for formatting and writing this paper?

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