

# Writing Portfolio Checklist

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ENGL 1C (Fall 2008) Josh M. Beach

NOTE: Final grade will be automatically lowered if portfolio is missing any part OR if out of order.  
If two or more parts are missing, maximum final grade will be lowered by full letter grade.

- \_\_\_ 1) Final Draft (typed, 1" margins, 12pt font, title, in-text citations, Work Cited page)
  - \_\_\_ \* Optional: More edited drafts
  - \_\_\_ 2) 2<sup>nd</sup> Draft (typed with in-text citations and Work Cited page)
  - \_\_\_ 3) 1<sup>st</sup> Draft (can be hand written)
  - \_\_\_ 4) Outline for your essay (typed) (*How is your essay organized?*)
  - \_\_\_ 5) Vocabulary List (10 words: part of speech & definition)
  - \_\_\_ 6) Revision Worksheets (*How did you edit your drafts?*)
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Essay Grading Standards: Must Meet ALL Standards for "B" Grade

## FORM (Quality of Writing)

- \_\_\_ Introduction
- \_\_\_ Thesis
- \_\_\_ Transitions
- \_\_\_ Grammar & Sentence Clarity
- \_\_\_ In Text Citations
- \_\_\_ Work Cited Entry
- \_\_\_ Conclusion
- \_\_\_ Restating & Explaining Ideas

## CONTENT (Quality of Thinking)

- \_\_\_ Clear & Detailed Thesis
- \_\_\_ College Level Analysis/Explain
- \_\_\_ Organized (transitions link ideas)
- \_\_\_ Fully Developed Ideas/Paragraphs
- \_\_\_ Plagiarism (words or ideas)
- \_\_\_ Sufficient Detail & Examples
- \_\_\_ Quoting Too Much
- \_\_\_ Accuracy (precise restate/explain)