

Writing Portfolio Checklist

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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) 2nd Draft (typed with **in-text citations** and **Work Cited page**)

___ 3) 1st Draft (can be hand written)

___ 4) Outline for **your essay** (typed) Outline plans the essay you will write.

___ 5) Outline of **text(s) you read** (can be hand written) Outline analyzes text you read.

___ 6) Vocabulary List (can be hand written) (10 words, part of speech, definition)

___ 7) Revision Worksheets Use one worksheet per rough draft.

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)