Essay (Summary) Turn-In Checklist
(please review carefully **before you turn in each assignment**)

This folder is a **portfolio** of your **major assignments** of the semester and will allow you (and me) to check previous assignments to make sure you are applying the advice you get and making progress in the course.

1. **Include all major writing assignments (formal take-home summaries, report, and 2 essays) <u>both graded and due assignments</u>** and the proofreading exercises **that are due**. Keep all major assignments in the folder. **<u>Do not remove them!</u>** Please remove all other material and the already graded proofreading exercises.
2. If you are doing a **revision**, be sure to **include the original with the revision**. **<u>I cannot grade a revision without the original to see my comments and what you did before.</u>**
3. Have you done your **<u>assigned proofreading exercises</u>**? You need to study the element first, follow the exercise directions carefully, and complete the exercises referring back to the directions and teaching sections. Please stay on top of this.
4. Check to be sure you have done the **<u>checkmark proofreading corrections</u>** on your previous summary or essay. If you do not get 70% correct, you will receive a checkmark violation, and they will factor into your proofreading grade. **<u>Please do the corrections in pencil or ink on the original draft.</u>**
5. Did you review your previous graded assignment to make sure you are not making the same errors on the next one that you made on that one?
6. Have you proofread for the elements that you are now responsible for? Check the record below and carefully proofread your new assignment for each of the previously assigned elements.

Proofreading Assignment Record

Section	Proofreading Element	Exercises	Date	OK/NC
1	SENTENCE FRAGMENTS (frag)	All Exercises		
2	RUN-TOGETHER SENTENCES (COMMA SPLICES) (rts, cs)	All Exercises		
3	SUBJECT-VERB AGREEMENT (agr)	All Exercises		
4	MORE SUBJECT-VERB AGREEMENT (agr)	All Exercises		
5	SINGULAR AND PLURAL NOUNS (-s)	All Exercises		
6	PAST TENSE AND PAST PARTICIPLES (pt, -ed)	All or ed endings only		
7	PRESENT AND PAST PERFECT TENSE (vt)	All Exercises		
8	SPECIAL HELPING VERBS (vt)	All Exercises		
9	CONDITIONALS (vt)	All Exercises		
10	PRONOUN AGREEMENT (pron)	All Exercises		
11	POSSESSIVE NOUNS (poss)	All Exercises		
12	CONTRACTIONS (contr)	All Exercises		
13	HOMONYMS (hom) **Usually Only One Will Be Assigned**	All, your, there, its, to		
14	CAPITALIZATION (caps)	All Exercises		
OK=Credit NC=No Credit (**2 tries to get OK**)		Proof. Grade (15%)		

You can access the above exercises at: http://jonsenglishsite.info/ (Proofreading button)

Check Mark Violations: 1   2   3   4   5   You need to download exercises from website _____

Proofreading Tips

Most students know more grammar than they realize, but because we speak much more than we write, we often have trouble remembering or applying the rules of written English. Here are some proofreading tips to help:

1. Proofread your work more than once and wait several hours after you've printed out your essay to proofread it for the first time. The more you can detach yourself from your work the easier it is to proofread. Always proofread at least once with the hard copy instead of just looking at it on the computer screen.

2. Read your essay out loud, **<u>reading exactly what is on the page</u>**. You'll find that you can hear errors, particularly missing or misused –*s* or –*ed* endings.

3. If you have difficulty seeing your errors, you may be focusing too much on the meaning, what you meant to write, instead of what is actually there. To distance yourself from what you meant to write, try going through your paper backwards. Begin with the last sentence, read it out loud, then proceed to the second to last sentence, and continue until you reach the beginning.

4. If you have a lingering proofreading problem, keep the pages from the book with you when you proofread and do an extra reading just for that error. Only vigilance on your part will make the problem go away.

5. On a computer, use spell check but not grammar check. Human grammar is too complicated and full of vagaries for a computer to check it accurately, but spelling is not. There is no excuse for spelling errors in a college-level essay.

6. If you have a friend proofread your essay, then you are relying on someone else to do something you should learn to do for yourself. Proofread it yourself several times first and then if you have a friend help you proofread, have that person circle the sentence with the error in it first and see if that helps you find the error. This will teach you more than just allowing someone to fix it for you.

7. Finally, there is more to writing than getting the grammar right. Writing is an art in which you try to entertain, persuade, and educate your reader. If you work hard on making your meaning clear and illustrating your ideas specifically, you will have fewer grammar and usage problems.

Summary or Essay Revision Checklist

1. The first step in this process is to come to me to set up an appointment so we can go over exactly what you need to do to improve the assignment, make progress and get the best grade possible. But you should also come to that appointment having done some preparation to get the most out of it. Review the comments on the assignment, go over the Peer Group Checklist and the Grading Sheet (if there is one) and come to the appointment with a plan for how you can incorporate these elements into a revision. If you do not understand, then just come and we can work it out in conference.

2. Bring the graded assignment, assignment peer group checklist, and reading material to the conference. Also bring a notebook and be prepared to take notes on what we discuss. If you do not do this, you are likely to forget all or part of what is required. Be sure to get to work on the revision as soon as possible so that you will have the conference fresh in your mind. We will decide on a due date for the revision that fits into your schedule and that does not get you too far behind in the class.

3. For the revision itself, you need to be sure to be thorough and correct all the issues that I have addressed in the conference, on the paper itself and on the grading sheet. Be sure to correct all checkmark errors and other more simple issues as well as tackle the more complex issues that we went over in conference and that are covered on the peer group checklist and on the grading sheet.

4. When you are doing a revision do not forget about all the tools I provide you with. Sometimes students get off track because they did not focus on the assignment. So review the essay assignment sheet. Sometimes students do not focus sufficiently on the peer group checklist. Apply all of those issues very carefully.

5. <u>Be sure to turn in the original graded assignment with the revision</u>. I cannot grade it without the original. I need that so that I can see what I asked you to do and to make sure that you are applying the changes that are necessary to improve the grade.

6. As I have said in class, my goal is to give you the best grade I can. If I see that you are attempting to apply all of these elements to the revision, you will do well. If you ignore them, you may have your grade lowered on the revision. So please do not do a revision if you are not serious about following through.

Proofreading Check Mark Symbols

adj/cl	adjective clause error
agr	faulty agreement between subject and verb
apos	apostrophe
awk	awkward construction
caps	capital letter
cit	citation problem
cf	comma mistake
choppy	too many short sentences; combine
cl	cliche
cs	comma splice — two complete sentences connected by a comma
dev	paragraph poorly developed
dm	dangling modifier
-ed	-ed ending
frag	sentence fragment — incomplete sentence
f/intro	faulty introduction of author and/or text
hom	homonym, incorrect sound-alike word usage
mla	MLA format or citation error
poss	possessive
pron	pronoun agreement mistake
proof	miscellaneous proofreading
punct	miscellaneous punctuation error
rts	run-together sentence — two sentences with no connector or period
-s	-s ending
sf	sentence focus
synt	faulty word order
TS	need topic sentence
vf	verb form
vt	verb tense incorrect
wc	poor word choice
ww	wrong word
?	Really? Are you sure? I doubt it, or I can't read your writing.