

## APPENDIX C

### Paragraph Checklist

*To be submitted with paragraphs written for Units 9, 11, 14, 17, 20, 23, 26, 29, 32, and 35*

For grading purposes, award one-half point for each of the following items.

Structure	Grammatical Guidelines
<input type="checkbox"/> I have a clearly developed outline. <input type="checkbox"/> I have an accurate and interesting topic sentence. <input type="checkbox"/> All supporting sentences are on topic. <input type="checkbox"/> My ideas are fully developed with supporting details and elaborations. <input type="checkbox"/> My supporting information is arranged logically. <input type="checkbox"/> I have a proper concluding sentence.	<input type="checkbox"/> I have corrected all spelling and punctuation errors. <input type="checkbox"/> I have kept subjects and verbs in agreement. <input type="checkbox"/> I have kept verb tenses consistent. <input type="checkbox"/> Antecedents of pronouns are clear. <input type="checkbox"/> Person and number are consistent. <input type="checkbox"/> I have written as many sentences as possible in active voice.
General Guidelines	Style
<input type="checkbox"/> I have eliminated contractions, colloquial wording, slang, and clichés. <input type="checkbox"/> I have written with the appropriate level of formality. <input type="checkbox"/> I have eliminated sentence fragments and nominalization.	<input type="checkbox"/> I have used precise words: adjectives, adverbs, verbs, and nouns. <input type="checkbox"/> I have varied sentence patterns: <ul style="list-style-type: none"> <li>- simple, compound, complex, compound-complex</li> <li>- variety of opening words, phrases, clauses.</li> <li>- occasionally altered traditional word order.</li> </ul> <input type="checkbox"/> I have fully developed ideas so the reader understands and pictures my point. <input type="checkbox"/> I have used transition words and phrases in order to help the reader follow my logic. <input type="checkbox"/> I have used the assigned literary device.

### Style Point Checklist

For grading purposes, award one point per style point used each week.

Style Points – as explained in Unit 7, Paragraph Basics 2	
<input type="checkbox"/> S1 Opening adverb. <input type="checkbox"/> S2 Opening participle. <input type="checkbox"/> S3 Opening participle phrase. <input type="checkbox"/> S4 Opening prepositional phrase.	<input type="checkbox"/> S5 Opening infinitive phrase. <input type="checkbox"/> S6 Opening adverbial clause. <input type="checkbox"/> S7 Adjective clause. <input type="checkbox"/> S8 Altering traditional word order.