

Editing Checklist

Directions: Read your partner's paper from beginning to end. Then go back through the paper and place a check in the box next to each item listed below if you find that it needs no improvement. If an item on this list is not present or needs work, place an X in the box and offer constructive comments to help your partner correct this item. Avoid negative criticism. Show respect for your partner's ideas.

Introduction

- The paragraph gives a thorough overview of the issues to be discussed in the report.

Comments: _____

Body

- Each body paragraph has a clear topic sentence.

Comments: _____

- The paragraphs give detailed information to support the topic.

Comments: _____

- The paragraphs include transition words or phrases to show the connection or relationship between ideas.

Comments: _____

Conclusion

- The conclusion summarizes or synthesizes the main points of the report.

Comments: _____

Research

- All sources are appropriately documented and cited. Parenthetical documentation, a Works Cited page, and quoted materials are in correct MLA format.

Comments: _____

- The paper uses third-person point of view, refraining from the use of personal references (I, me, you, etc.) and uses the correct tenses in the correct places.
- Paraphrasing is believable (is not plagiarized, is in the writer's own voice, etc.).
- The paper is free of run-ons, comma splices, and sentence fragments.
- The paper contains no spelling, capitalization, or punctuation errors.

Other suggestions for improvement:

Name: _____

Research Report

Grade 8

Period: _____

Assessment Rubric

Criteria	Description	Not Yet 1	Starting 2	Some 3	Yes! 4	Notes/Examples
Purpose Meaning	Purpose is clearly worded and strongly reflects the genre - research report.					
	Topic is clear and strongly focused.					
	Thesis Statement is clearly written and supported throughout the report with well-chosen facts, definitions, concrete details, quotations, or other information and examples to examine a topic and convey concepts.					
Organization	Introduction/Lead clearly and effectively introduces a topic, previewing what is to follow. All paragraphs have clearly written topic sentences.					
	Choice and order of subtopics consistently and sufficiently organized: ideas, concepts, and information is put into categories.					
	Transitions: phrases and clauses signal changes in time or alert the reader to changes in setting or tone. They may also connect ideas, thoughts, and reflections.					
	Conclusion is strong and effective , revisiting most important points and offering readers something to think about after done reading.					
Craft	Language: consistently uses precise language and domain specific vocabulary to inform on the topic. Variety of sentence beginnings, lengths, and styles.					
	Formal Style throughout research report establishes and maintains a formal style (3rd person).					
	Evidence effectively draws from literary or informational texts to support analysis, reflection, and research					
	Includes nonfiction text features to organize information and aid comprehension (e.g., headings, graphics, charts, tables).					
	Resources: Effectively presents print and digital resources. A variety of paraphrasing, quotations, and summary of the information is used. MLA format is correctly presented, giving credit to the sources used for the writing.					
Conventions	Spelling is always accurate.					
	Capitalization rules are always accurately applied.					
	Writing is free of run-ons and fragments.					
	Sentences use commas accurately.					
	Use of paragraphs naturally separate ideas/information/categories/subtopics.					
	Totals:					Total: / % & Grade: