

ULAB 2112 FIRST DRAFT EVALUATION CHECKLIST

Title:

Name & Matric No. :

- 1)
- 2)

Section:

Refer to this checklist while you are completing the First Draft of your Term Paper. Place a checkmark (✓) if the item has been completed. If there are items which are not marked with (✓), check again your First Draft and improve those areas before submitting it to your instructor.

FORMATTING

- The page numbers are correct
- The title page (cover) is correct (title & other relevant info)
- The font size is 12 pt. font, Times New Roman/Arial
- The paper is double-spaced
- The in-text citation & references are according to APA format

INTRODUCTION

- The introduction has a “hook” and grabs the attention of the reader
- There are connecting sentences in the introduction that set up the thesis statement
- The thesis sentence clearly represents the main claim of the paper (stance is present)

BODY

- Each body paragraph has a clear topic sentence
- Each body paragraph stays focused on the topic
 - Provides strong and comprehensive arguments/ explanations that support the stance, OR
 - Provides sound solutions and comprehensive discussion of the solutions
- There are enough/appropriate examples used to support the topic in each body paragraph.
- The examples are showing relevant explanation (evidence)
- The support is well explained and connected to the thesis and topic
- After the introduction, there is at least one paragraph of background/history into the subject/topic/argument
- The transitions between body paragraphs are smooth
- Each body paragraph has at least two citations
- There are objections and refutations written in one or two paragraphs

CONCLUSION

- The conclusion recaps the main points made in the body paragraphs
- The conclusion restates the thesis
- There is no new information in the thesis
- There is a strong closing sentence

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DOCUMENTATION

- There are the required number of sources being used (quoted/summarized/paraphrased)
- Each citation follows the correct citation format (APA)
 - Uses quotation mark (“ “) for direct quotation
 - Uses block form for long quotation
 - References list follows alphabetical order (name of author)
- Each citation is explained
- Each citation is relevant in context

LANGUAGE

- Use correct punctuation and spelling
- Use variety of sentence structures
- Use variety and suitable choice of vocabulary
- Use clear pronoun/subject throughout the paper
- Use consistent verb tenses

ORIGINALITY

- Less than 20% of TurnItIn similarity index