1. ___ My paper has one sentence at the beginning that summarizes my opinion on the topic (a thesis statement).

2. ___ My paper has at least two major points which are divided into separate paragraphs.

3. ___ My paper has an introduction paragraph and a concluding (or summary) paragraph.

4. ___ My whole paper is in Times New Roman 12 pt. font with correct margins.

5. ___ I do not have any drop quotes (quotes without any of your words in the same sentence).

6. ___ My paper never uses second person (you).

7. ___ My paper has no contractions (two words combined, e.g. didn’t, don’t, hadn’t, shouldn’t, won’t).

8. ___ My paper does not use first person (I, we, us, me) unless it is about me or a reflection paper.

9. ___ My paper never uses “their” as a singular possessive pronoun (“When a person has their” is wrong, it should say, “When a person has his or her.” Only use “their” if the noun is plural).

10. ___ Every sentence in my paper has correct noun/verb agreement. To figure this out, circle the subject (noun) in every sentence and the verb, then check to see if they match.

11. ___ My paper uses descriptive adjectives instead of words like “good,” or “bad.”

12. ___ My paper does not have informal or slang phrases in it (like “freaked out” or “cool”).