

Final Draft check sheet

Name: _____

My assignment is to compose a final, polished version of my paper, which is an exploration of a topic on the relationship of humans to our environment.

I offer my draft to you now, not as a “finished” paper. I have summarized my research, and reached conclusions. But in the future I will read and think more, and may reach different conclusions.

___ I have read at least 3 new sources since my first draft.

___ I worked at least four hours outside of class on the writing of this draft.

___ I have addressed all the areas in the [description of the paper](#).

___ I met the deadline for this draft.

Development / Audience

___ I thought about my audience as my peers, other students in my class.

___ I used examples to explain ideas and concepts.

___ Rather than simply repeating facts that I came across, I thought about how to relate those facts to the life experiences of my intended audience.

Sources

___ I read more than 8 articles / sources.

___ I created a Bibliography or List of Works Cited using a standard format (MLA, APA,...)

___ I have made clear what insights / facts / observations come from my sources, and which sources they came from with in-text citations.

___ I did not copy any text or images from my sources into my paper unless I quoted it and cited the source. (I did not plagiarize.)

___ If I used ChatGPT or other AI chatbots in any way, I credited it, just like other sources. Just like traditional sources, I did not copy chatbot output directly into my paper, but used it as an aid in my own writing and thinking. I evaluated the trustworthiness of any chatbot output.

___ I avoided extended quotes from my sources. Instead I synthesized and paraphrased what I learned from my sources to convey the essence to my intended audience.

___ I have owned and identified **my** opinions and judgements.

___ A reader will be able to distinguish my opinions from those of my sources.

Organization

___ I have organized what I've written, grouping related items together.

___ I tried to identify several themes from reading about the topic, and am using those themes to organize my writing.

___ I included an introduction to my topic.

___ I drew my thoughts / learnings / judgements together in a "conclusions" section.

Language and sentence structure

___ I wrote a compelling title, which is an honest representation of the topic that I explored.

___ I tried to use one verb tense throughout.

___ I used complete sentences.

___ I broke up what I wrote into paragraphs.

___ I have run the text of my paper through Word, or a similar tool to check for easy-to-catch grammar and spelling mistakes, which I have fixed.

___ I worked at least an hour re-reading my draft for clarity and organization and fixing issues that I found.

Conventions

___ I keyboarded this draft. With double-line spacing and approximately 1 inch margins. It runs no longer than 9 pages (without the list of works cited.) It runs more than 7 pages.

___I keyboarded this draft using Google Docs to be able to show a timestamped record of my composition, if there is any question about my use of AI.

___I uploaded my final draft in Word format, or as a pdf, to Moodle/TurnItIn.