

Col 1. **Paragraphing/punctuation**

**Comments:**

- |                                    |   |   |   |
|------------------------------------|---|---|---|
| 1 Name, date, assignment <i>TR</i> | N | G | E |
| 2 Indents, double spaced           | N | G | E |
| 3 Two-sentence minimum             | N | G | E |
| 4 Basic punctuation                | N | G | E |

Col 1. **Natural Voice/sources**

- |                                |   |   |   |
|--------------------------------|---|---|---|
| 5 Natural Voice                | N | G | E |
| 6 Simple (easy to read)        | N | G | E |
| 7 Sources (includes citations) | N | G | E |
| 8 Good paraphrasing            | N | G | E |
| 9 No plagiarism                | N | G | E |

Col 2. **Well developed T2**

- |                                    |   |   |   |
|------------------------------------|---|---|---|
| 10 Good, supported details         | N | G | E |
| 11 Order of details                | N | G | E |
| 12 Concise (no fluff)              | N | G | E |
| 13 Direct (to the point, on topic) | N | G | E |

Col 3. **Follows 3Ts**

- |                                   |   |   |   |
|-----------------------------------|---|---|---|
| 14 Correct # of ¶s for categories | N | G | E |
| 15 Appropriate use of sub-headers | N | G | E |

Col 3. **Top and Clear T1**

- |                                    |   |   |   |
|------------------------------------|---|---|---|
| 16 Title                           | N | G | E |
| 17 Sub-title                       | N | G | E |
| 18 Topic sentence                  | N | G | E |
| 19 Additional on-topic information | N | G | E |
| 20 Category words/main ideas       | N | G | E |

Col 3. **Complete T3**

- |                                    |   |   |   |
|------------------------------------|---|---|---|
| 21 Restated best details (from T2) | N | G | E |
| 22 Restated topic sentence         | N | G | E |

Col. 4. **OT**

- |                         |   |   |   |
|-------------------------|---|---|---|
| 23 T3 original thinking | N | G | E |
|-------------------------|---|---|---|