

Grading Summary

I. Technical

- sentence structure/grammar
 - clear expression of ideas
 - variety of sentence types
- Errors: comma splice (cs)
- fragment (frag)
- run-on/fused (runon)
- dangling modifier (dm)
- misplaced modifier (mm)
- misuse of comma
- misuse of semi-colon/colon
- agreement (s/v agr; agr #)
- pronoun reference (pr. ref)
- quotation integration (int.q)
- format
 - cover page
 - header/footer
 - margins
 - page numbers
 - font size (too big, too small)
 - line spacing (too big, too small)
 - length (too long, too short)

II. Organization/Presentation

- clear “map” in introduction
- effective conclusion
- proofreading
- paragraphing
 - too short, choppy
 - too long, rambling
 - transitions, connections
 - topic sentence/parag. unity
 - signposting
 - logical progression of ideas

III. Research and Documentation

- includes relevant critical material
- includes a range of sources, including books and journal articles
- uses secondary material critically (engages in dialogue with critics)
- balanced use of critical material (not as substitute for student’s own thinking)
- makes substantial links between primary and secondary texts
- accurate integration, introduction and explanation of primary and secondary materials
- accurately cites using MLA parenthetical method
- accurate MLA works cited format
- effective and appropriate use of endnotes

IV. Thesis and Argument

- significant analytical thesis
 - thesis too broad or generalized
 - thesis too narrow or lacks significance
 - thesis is obvious or nonexistent
- clear basis of comparison
- each stage of argument clearly relevant to the thesis
- significance of examples, quotations, observations clearly explained
- all generalizations and interpretations substantiated by detailed references to the primary texts (close reading)
- uses prolepsis
- deals with contradictions and elements that challenge the thesis (rather than pretending they don’t exist)

On the reverse you will find a list of common errors or areas in which you could improve your essay and its presentation. If you used an element particularly well, you will receive a ✓ in the corresponding box. If you consistently made the same error, need to avoid a particular practice, or need to work on your execution of a particular element, an ✕ will appear in the corresponding box. EG. an ✕ in the box next to “short and choppy” in the “paragraphing” section indicates that you need to avoid this form of paragraph structure.

General Comments:

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Grade: _____

Some Common Grading/Proofreading Symbols/Abbreviations

The “Technical” section on the grading summary lists many of the appropriate abbreviations. Here are some others you may see in your paper:

- d** = diction/word choice
- doc** = documentation/citation of sources
- format** = page set-up, numbering, margins are incorrect
- ital** = incorrect usage of italics
- org** = faulty organization
- p** = punctuation
- pass** = passive voice
- prep** = preposition
- sl** = slang
- sp** = spelling
- t** = tense (remember that literary essays are in the **present tense**)
- trans** = transition between paragraphs or ideas
- wdy** = wordy
- ww** = wrong word
- jarg** = jargon
- //** = faulty parallelism
- rep** = unnecessary repetition
- red** = redundant
- cont** = contraction (remember that contractions should not appear in formal writing)

- ??** = unclear
- ¶** = start new paragraph
- no ¶** = no new paragraph
- = close up space
- #** = insert space
- ↓** = no space between paragraphs
- ↑** = insert
- ^ ?** = omission, something is missing
- ℓ** = delete
- ~** = transpose
- ✕** = factual error
- ✓** = good point, well done