

Peer-Editing Checklist for Summary Paragraph

Author of Essay: _____ Edited By: _____

Place a check (✓) for items that have been properly executed. Place an X for items requiring further attention.

- **INTRODUCTION:**

Contains the following:

_____ A clear, definitive, and compelling topic sentence

_____ Title of story, author, and date and publication.

Does not contain the following:

_____ Statement of intent, i.e. "This paragraph will be about," or "I will discuss."

- **BODY:**

_____ Paragraph contain sufficient proof or evidence to support the topic sentence. Remember the "magic" number.

_____ Contains logical development within paragraph. (Goes together smoothly)

_____ Contains effective transitional words, phrases, or sentences between points.

_____ Contains varied sentence structure and word choice.

- **CONCLUSION:**

Contains the following:

_____ The answer to the question, "What is the significance of the paper as a whole?" or, "So what does it all mean?"

_____ More than one sentence.

Does not contain:

_____ A mere summary.

_____ A mere re-statement of thesis.

_____ Entirely new ideas, i.e. ideas not implied earlier.

- **GENERAL COMMENTS**

_____ All aspects of the prompt or assignment are specifically addressed.

_____ Paragraph has been re-read and proofed by the author.

_____ All key terms, abbreviations, and acronyms are clearly defined.

_____ Third-person pronoun is used. Third- or first-person is used for persuasive or opinion essays. Second-person pronoun (you) is not used.

_____ Verb tense is consistent throughout the essay.

_____ Slang, idiom, and colloquialism have been avoided.

_____ An extra space is left between the title and the first line of text.

_____ All typed papers are double-spaced, 12 pt., with an appropriate font.

_____ There is no underline or quotation marks around the title of a paper.

_____ The title of the paper is original; not the title of a literary work.

_____ Work is not plagiarized -ALL SOURCES ARE CLEARLY CITED.

_____ The first time the author is mentioned, his or her full name is used. In every subsequent reference, only the last name is used.

_____ "Big" words are only used when appropriate.