

Assign #	Nomo	Due Date	Pts
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Topic Research

Explain how Europe benefited from cultural diffusion during the period c. A.D. 1000 - 1500.

Equitably divide the following topics among your group members. Please, no duplicates.

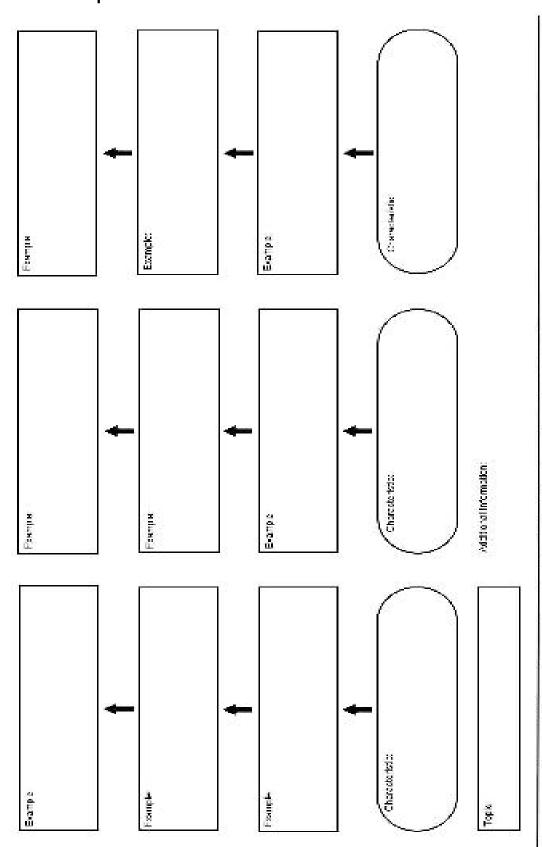
1. Arabic Numbers 21. Hygie

- 20. Herbs & Spices 40. Zero
- Your goal is to convince your group to either choose your subject or not.
- If you fail to complete your part, the group may NOT choose that subject.
- Complete the following steps to locate your information.
 - O Go to the website www.asn.am.
 - O Select the Cultural Diffusion Project link located on the homepage.
 - It looks like the cover to this packet.

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Define cultural diffusion.								
Identify & de	escribe the three types of cultural diffusion.							
1								
2								

• Complete a concept pattern for each of your topics. Be sure to complete the required paragraph.

Concept Pattern



In a paragraph, explain how Europe benefited from this topic through cultural diffusion.

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Cultural Diffusion Project Trading Card Instructions

Objective:

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

Goal:

As a group, create 5 Trading Cards to diffuse information on your topics.

Method:

Work in groups of 3 or 4. Each person is responsible to the success of the entire group. Cards will be created on letter sized card stock, with separate pages for obverse and reverse.

Requirements:

Must display a clear understanding of the concept of cultural diffusion and how it affected Europe. Must personify the topic with a **Sense of Humor.** Must have **at least 7** topics per card; two of which are required and standard to all cards.

Evaluation:

According to Criteria Scales and in-class participation, to include working as a group.

Cultural Diffusion

Trebuchet

Trebuchet

Birthplace & Date: Eastern Mediterranean c. 12th century

Nickname: finger stealer Best Friend: Gravity Greatest Virtue: Patience Worst Enemy: Gunpowder

Pet Peeve: Being called a catapult. **Hobby:** flinging dead stuff at people

I don't like.

Greatest Impact: on a wall, allowing the capture of strongly fortified

positions.

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The MUSTs

Obverse - Front with picture and titles.

- Cultural Diffusion
- Name of topic

Reverse - Back with text.

Name of topic:

2 required topics

- Place of Origin & Date:
- Impact on society answers the question! May be answered as one of the following
 - Defining life event
 - Greatest achievement
 - any other appropriate format

Possible additional topics for the remaining 5:

- Favorite:
 - saying, food, color, travel destination, languages, hobby, person, song. etc.
- Best:
 - friend, virtue, etc.
- Worst:
 - enemy, encounter, etc.
- Most
 - interesting person met, interesting person avoided, idea, embarrassing moment, annoying etc.
- Pet Peeve: {what upsets you}
- Hobby
- Nots
 - no longer valuable, not recognized, etc
- Almost anything else that displays in-depth knowledge of the subject. Use your imagination!

HINT: It is much easier and you will do a superior job if you create the facts first and fit the characteristic around it.

You must complete & gain approval of your facts & characteristics before continuing to the artistic part of the project!

Assign #	Name _		_ Due Date	_Pts
		Trading Card Criteria	Scale	

The following criteria will be used in evaluating your completed cards. Be sure to familiarize yourself with them beforehand and consult as you progress through the project. **Be especially careful of the reverse and thesis sections!**

ı opic:								Total	Points: _	
Obvers	e (Front	:)								
10	9	8	7	6	5	4	3	2	1	0
		fusion" as use of pic		opic stated. awing.		eas are cr misspell		d inventive	€.	
Reverse	e (Back))								
10	9	8	7	6	5	4	3	2	1	0
- At least refer to th	ne informa			specifically	- Co - No	overs topic misspell	-	with detai	ils and ex	amples.
Tl	(Answe	rs the q	uestion	.)						
ınesis										

Assign # Name	Pts
Pers	sonification
Explain how Europe benefited from cul	tural diffusion during the period c. A.D. 1000 - 1500.
What object/concept will be given hum	an characteristics?
How does it look like a person?	
How does it speak like a person?	
How does it move/act like a person?	
Other things a person does or has?	How does this object/concept portray these human characteristics?

Assign #	Name		ι	Due Date	Pts		
		Trading Card I	Reverse Outli	ne			
Two Required	Topics						
 Place of Origin & Date Relationship to cultural diffusion – answers the thesis! (Consult trading card instructions on page 4.) 							
characteris	tic		fact based exa	mple			
The Other Fiv	<u>e</u>						
characteris	tic		fact based exa	mple			

Assign #	Name		Due Date	Pts
	Pres	entation N	otes	
Explain	how Europe benefited from	cultural diffusion du	ıring the period c. A.	D. 1000 - 1500.
List the FI\ Europe.	<u>/E</u> examples of cultural d	iffusion given by e	each group and ho	w they benefited
Please sav	ve questions for the end	d of the presenta	tion.	
1 st Grou	р			
1				
2				
3				
4				
5				
2 nd Grou	n			
	r			
2				
3				
J				
4.				

Assign #	Name	Due Date	Pts
	Presentat	ion Notes	
Explain he	ow Europe benefited from <u>cultural di</u>	iffusion during the period c. A.	D. 1000 - 1500.
List the FIVE Europe.	examples of cultural diffusion g	iven by each group and how	v they benefited
Please save	e questions for the end of the p	presentation.	
3 rd Group			
1			
2			
4			
4 th Group			
1			
2			
3			
4.			

Assign # Name		Due Date	Pts
	Presentation	Notes	
Explain how Europe benefit	ed from <u>cultural diffusi</u>	on during the period c. A.I). 1000 - 1500.
List the <u>FIVE</u> examples of cu Europe.	ltural diffusion given	by each group and how	they benefited
Please save questions for	the end of the pres	entation.	
5 th Group			
1			
2			
3			
4			
5			
6 th Group			
1			
2			
2			
3			
4			

Presentation Notes
Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.
List the <u>FIVE</u> examples of cultural diffusion given by each group and how they benefited Europe.
Please save questions for the end of the presentation.
7 th Group
1
2.
3
4
5
8 th Group
1
2
3.
4

Assign #	Name	Due Date	Pts

Essay Instructions

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

Content Objective:

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

Literacy Objective:

Create a Five Paragraph Essay synthesizing knowledge learned from Trading Card portion of the project. You may use more than five paragraphs if necessary.

Method:

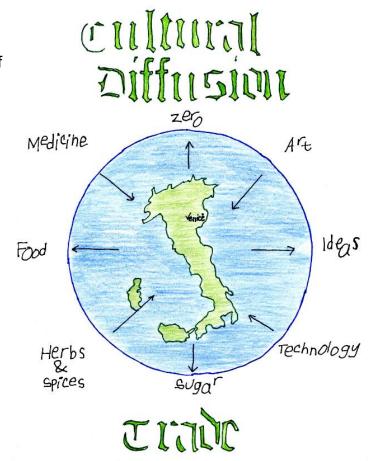
Work individually. Each person is responsible for their own work.

Requirements:

Must display a clear understanding of the concept of cultural diffusion and how it affected Europe. Must use at least **THREE** items.

Evaluation:

Essay Criteria Scale.



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Essay Criteria Scale

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

The following criteria scale is used to determine the score for the **Essay** part of the project.

	Above Level 4	At Level 3	Approaching 2	Developing 1
Purpose & Form	Essay demonstrates a strong focus and clear purpose in thesis statement. (to inform, summarize, compare etc.)	Clear main thesis that indicates purpose of essay.	Thesis is evident but supporting details in body paragraphs are only minimally supportive.	 The main idea is sketchy and weakly developed. No clear thesis in introduction to indicate purpose
Supporting Paragraphs	 The main idea is complex, sustained and fully developed in each body paragraph. Each body paragraph is very well developed with a strong topic sentence and creative and distinguished supporting details. 	 Each body paragraph sufficiently and relevantly supports thesis. Each body paragraph is developed with topic sentence and supporting details. 	Details in the body paragraphs weakly support topic sentences of paragraphs.	 No topic sentences in body paragraphs. Insufficient writing in each paragraph. Evidence is unrelated to argument
Organization	 Organization of essay is logical & creative Paragraphs that have a well linked beginning, middle and end. Excellent use of transitions within paragraphs and linking paragraphs. 	 Essay is 5 paragraphs. Body paragraphs demonstrate a strong beginning, middle and ending. Clear use of transitions between paragraphs and within them. 	 Essay is 5 paragraphs Attempts to give a beginning, middle and end with use of transitions in each paragraph. 	 Essay is not 5 paragraphs Paragraphs have no clear beginning, middle or ending No use of transitions.

Assign #	_ Name	· · · · · · · · · · · · · · · · · · ·	Due Date	Pts
	Above Level 4	At Level 3	Approaching 2	Developing 1
Style	 Voice is clear, coherent and sustained Vocabulary is more varied and appropriate for intended audience. Sentence variety is varied. 	 Voice is evident and consistent. Vocabulary is appropriate to the purpose of the writing. Effective use of some sentence variety. 	 Voice is recognizable, but weak and not consistent. Attempting to use creative and appropriate vocabulary. 	 No distinguishable voice. Vocabulary is simple but sufficient to convey basic ideas.
Mechanics & Spelling	Writing is free of all conventional spelling and mechanical errors.	 Writing has been well edited. Occasional spelling & mechanical errors do not distract the reader. 	Errors in spelling and mechanics that distract the reader.	 No editing apparent. Many spelling & mechanical errors.
				Points from above
	-	Total Earned mul	tiplied by =	Total Points Earned

Additional Comments:

Total Points Possible

Assign #	Name	Due Date	Р	ts

Writing Dos & Do Nots

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

Absolute **DOs** of Writing an Essay

Introduction

Tells the reader the main idea of the composition and also suggests its type and purpose.

Each point you make in the introduction, which "grabs" the reader's attention, (i.e. makes the reader interested in your essay and makes them want to read more of your essay.)

The Grabber

- The first sentence in your introduction which "grabs" the reader's attention, It makes the reader Interested in your essay and makes them want to read more of your essay.
- The "Grabber" should be about a sentence long which introduces your topic with an Interesting fact, statistic, quote, etc. You want your reader to be interested!

The Topic Sentence/Thesis Statement

- Serves as the topic sentence for both the introductory paragraph and the whole composition.
- The purpose of your essay- the pint or points you are going to prove, argue, explain, describe, persuade, evaluate, or summarize.
- Each point or topic you are going to discuss in the body should be mentioned in your topic sentence. Each of these points will get its own paragraph in the body.

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Body

Develops the main ideas stated in the thesis statement. Paragraphs should follow in a logical order.

- Narrative composition: body tells what happened.
- Descriptive Composition: details develop the main idea.
- Persuasive/Explanatory Composition: body contains facts, reasons, and examples that support the main Idea or ideas.

Conclusion

Brings the composition to an end.

Should review your main points once more and leave the reader with a final thought.

New information should not be introduced in the conclusion.

Conclusion should do one of the following things:

- Evaluate: give your opinion about the ideas your composition presents. However, do not use I, ME, YOU, etc.
- **Summarize:** or restate the main idea by returning the reader to your original thesis statement and main points- but don't just list the points all over again!
- Persuade: the reader to accept an idea or viewpoint by making a final convincing statement.
- Look forward: by showing your reader that your subject will continue to be important in the future for a certain reason.

ALWAYS READ THE DIRECTIONS CAREFULLY AND BE SURE THAT YOU ANSWER THE QUESTION!

Assign #	Name	Due Date	F	Pts	

Absolute *DO NOTS* of Writing an Essay

DO NOT use personal pronouns

• I, me, you, we, etc.

DO NOT use "In this essay..."

- In this essay you will see...
- In this essay It will show...
- In this essay I will tell you...
- This essay will...

DO NOT repeat a sentence using different words to make the essay "long enough"

- The Stamp Act was one of the causes of the American Revolution.
- The American Revolution was caused by taxing the colonists with the Stamp Act.

<u>DO NOT</u> use words such as "stuff, like, etc." (The stamp Act was like a tax on legal documents), or other slang words

DO NOT use vague sentences that make no sense if they were standing alone without the essay around it

- They needed it to survive.
- He needed these things.

Instead, use:

- The Iroquois needed food to survive.
- Washington needed the weapons.
- Try not to use "they, he, these, there ,etc." USE THE NAME, PLACE, OBJECT in a descriptive way!

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DO NOT use "below" or "above" when explaining what has been discussed or what will be discussed in the essay.

- In conclusion, above are the reasons for the Boston Tea Party.
- Below are ways women contributed to the Revolutionary War.

Instead, use:

- In conclusion, xxxxxx and xxxxxx are the reasons for the Boston Tea Party.
- <u>xxxxxx</u> and <u>xxxxxx</u> are the ways in which women contributed to the revolutionary War.

DO NOT use less than 3 sentences in a paragraph.

DO NOT use a person's name unless you know them personally.

George was a great president.

Instead, use:

- Washington was a great President
- Gen. Washington was a great President

<u>DO NOT</u> misspell words- especially if they are spelled for you in the essay question.

DO NOT plagiarize.

Do not copy any part of the essay. Use your own words.

DO NOT ask a question in your essay.

DO NOT begin a sentence with "And, But, Also, etc."

DO NOT use contractions in formal writing.

Twenty Writing Tips

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

- 1. Don't use no double negatives.
- 2. Don't abbrev.
- 3. Check to make sure you haven't anything out.
- 4. Personally, in my opinion, I think a writer should not make too much use of too many words or phrases which he might or might not necessarily need in many cases.
- 5. Don't write run on sentences you have to use punctuation.
- 6. About fragments.
- 7. In a series of separate independent clauses (with a coordinating conjunction like and, but, for, nor, or, so, and yet) before a direct address or quotation and after an introductory element you should use commas.
- 8. Don't, use commas, when they are, not needed.
- 9. Use semi-colons; only between; independent clauses don't scatter them about.
- 10. A writer mustn't shift your point of view.
- 11. Keep your tense consistent. You didn't want to shift from present to past tense.
- 12. A noun must agree with their antecedents.
- 13. In good writing, a noun and a verb agrees with each other.
- 14. Poor speling in your writting makes a bad impresion on alot of reeders.
- 15. Slang freaks out some readers and makes others blow chunks, so put a lid on it.
- 16. Don't repeat; don't be redundant. Don't say the same thing twice; say something only once. In other words, don't be repetitious. Repeating is something you shouldn't do.
- 17. Writing dangling modifiers, the reader will be confused.
- 18. Be sure to have one clear noun reference for each pronoun. This is important.
- 19. Parallel construction is important and to be a guide in writing sentences.
- 20. Last but not least, lay off clichés.

Transitions Guide

Explain how Europe benefited from <u>cultural diffusion</u> during the period c. A.D. 1000 - 1500.

Transitions are *bridges* in your writing which take the reader from one thought to the next. These bridges link your ideas together and help you avoid choppy writing. Use the following transitional expressions as an aid in moving smoothly from one idea to another in a paragraph or essay.

Keep your transitions brief and inconspicuous. Here are some choices of transitional phrases you can use to illustrate certain points or relationships.

Adding a point: furthermore, besides, finally, in addition to, moreover, additionally, besides, likewise, also, too, even more important

Emphasis: above all, indeed, in fact, in other words, most important

Time: then, afterwards, eventually, next, thereafter, immediately, meanwhile, previously, already, often, since then, now, later, usually, first, second, third, in the first place, in the second place, finally, last, at length, soon, in the meantime, in the past

Space: next to, across, from, above, below, nearby, inside, beyond, between surrounding, opposite to, adjacent to, on the opposite side

Cause and Effect: consequently, as a result, therefore, thus, accordingly, then, because, hence

Examples: for example, for instance, to illustrate, specifically, let me name a few

Progression: first, second, third, furthermore (see *Time*)

Contrast: but, however, in contrast, instead, nevertheless, on the contrary, on the other hand, though, still, unfortunately, conversely, even so, notwithstanding, for all that, at the same time, although this may be true, otherwise, nonetheless

Similarity: like, also, likewise, similarly, as, then too, in like manner

Concession: although, yet, of course, after all, granted, while it is true

Conclusions: therefore, to sum up, in brief, in general, in short, for these reasons, in retrospect, finally, in conclusion, on the whole, as I have said, in other words, to be sure, as has been noted, fore example, for instance, in fact, indeed, to tell the truth, in any event, in closing

Assign #	Name		Due Date	Pts		
	Essay Outline					
		Introduction	<u>on</u>			
Explain	how Europe b	c. A.D. 1000 -	<u>ural diffusion</u> during 1500.	the period		
	ne reader the rurpose.	nain idea of the co	mposition and sugg	jests its type		
1. The "	Grabber" Sei	ntence				
			h "grabs" the reader's a akes them want to read			
		<u> </u>	which introduces your to r reader to be intereste	•		
It is often ea last.	It is often easier to do the "Grabber" <u>AFTER</u> the CONCLUSION . In other words, do it last.					
<u>"Grabber"</u>	Sentence: (P	lease do not write	in the gray areas.)			

Assign#	Name	Due Date	Pts
2. The	Thesis Sentence		
Before yo your basi		answer to the question asked of	you. This is
Serves as	s the topic sentence for both the	introductory paragraph and the	whole essay.
Thesis S	Sentence: (Please do not w	rite in the gray areas.)	
3. "Ke _y	y Defense" Sentence		
Decide or	n what three pieces of evidence	/support you will use to prove you	ır thesis.
Place you	ur three pieces of evidence in or	der of strength (least to most).	
Evidend	ce:		
1			
3			
Each pice	co of ovidence you are going to	discuss in the body should be me	entioned in

Each piece of evidence you are going to discuss in the body should be mentioned in your key defense sentence. Each will get its own paragraph in the body.

Assign # Name	Due Date	Pts
DO NOT use specific items.		
For example: Do not use "watermelon" h watermelon as evidence to support this		d use
This will be the transition sentence into t	the BODY of the essay.	
"Key Defense" Sentence: (Pleas	se do not write in the gray are	eas.)

Assig	gn # Name	Due Date	Pts
	Body		
E	Explain how Europe benefited from <u>cultural di</u> c. A.D. 1000 - 1500.	ffusion during the	e period
•	Develops the main ideas stated in the introdu	uction.	
	Persuasive/Explanatory Composition: body of examples that support the main idea.	contains facts, rea	asons, and
	Paragraphs should follow in a logical order, b strongest.	ased on weakes	t to
•	Includes 3 supporting paragraphs.		
1.	First Body Paragraph		
Eacl	h paragraph needs <u>at least FOUR</u> sentences!		
	ed on the first piece of evidence outlined in the introduced he First Body Paragraph to support the thesis senter	•	c sentence
Тор	oic Sentence:		

Assign #	Name		Due Date	Pts
	int pieces of factual in graph. These are used			e of the First
Factual Ir	nformation: (Do n	ot copy this sectio	n into your final	draft.)
1				
2				
	actual information, wri	ite at least <i>THREE</i> se	entences supporting	g the topic of
First Supp	oorting Sentence:			

Assign #	Name	Due Date	Pts
	Supporting Sentence:		
Third Sup	oporting Sentence: (if needed)		

End your **FIRST** paragraph with a concluding/transitional sentence that leads to paragraph number two.

Transitions create a thread between paragraphs, so your reader isn't lost or jarred when moving from one idea/paragraph to the next. A transition is simply a sentence, or part of a sentence, that connects the material in one paragraph to that in the next. This creates a smooth read and makes your material seem to make more sense.

Assign #	Name	Due Date	Pts
part of the ir	ntroductory sentence of the ratis partly in one paragraph	ding sentence of one paragraph, onext paragraph. You could even have been the conclusion and partly in the next	ave a
Here is an e	example of a concluding/tran	sition sentence:	
	oracticing better methods of primitive medical treatments."	personal hygiene, Europeans were	e not so reliant
second part	•	sums up the topic (better hygiene agraph's topic into the topic of the	, .
<u>Concludin</u>	g/Transition Sentence:		

Assign #	Name		Due Date	Pts
Follow the	previous steps to comple	ete the second a	nd third body pa	ragraphs.
2. Seco	nd Body Paragraph	1		
<u>Topic Sen</u>	tence:			
Factual Ir	nformation: (Do not co	py this section	into your final o	draft.)
1			 	
3				
4				

Assign #	Name	_ Due Date	Pts
First Suppo	rting Sentence:		
Second Sup	oporting Sentence:		

Assign #	Name	Due Date	Pts
Third Sup	pporting Sentence: (if needed)		
·	· · · · · · · · · · · · · · · · · · ·		
O -	ou/Tuonoition Combonos		
Concludir	ng/Transition Sentence:		

Assign #	Name	Due Date	Pts
Follow the	previous steps to comp	olete the second and third body p	aragraphs.
3. Third	d Body Paragraph		
Topic Ser	ntence:		
Factual I	nformation: (Do not c	copy this section into your final	draft.)
1			-
2			
2			
J			
4			

Assign #	_ Name	_ Due Date	Pts
First Suppo	rting Sentence:		
Second Sup	pporting Sentence:		

Assign #	Name	Due Date	Pts
Third Sup	pporting Sentence: (if needed)		
·	· · · · · · · · · · · · · · · · · · ·		
O -	ou/Tuonoition Combonos		
Concludir	ng/Transition Sentence:		

Assign #	Name	Due Date	Pts		
Conclusion					
Explair	n how Europe benefited fro c. A.D. 1	m <u>cultural diffusion</u> during 1000 - 1500.	the period		
Devel	ops the main ideas stated	in the introduction.			
• New i	nformation should not be ir	ntroduced in the conclusion	l.		
1. Resta	atement of Thesis				
	e the main idea by returning the ply state it all over again!	reader to your original thesis s	tatement, but		
Restatem	nent of Thesis Sentence:				

Assign # N	lame	Due Date	Pts
2. Restater	ment of Evidence		
Review your ma with a final thou	ain points of evidence in answering the question of evidence in answering the question of the properties of the properti	uestion and leave t	he reader
Be sure your ev	ridence ANSWERS the QUESTION!		
Restatement	of Evidence Sentence:		

Assign	#	_ Name	_ Due Date	_ Pts
3. T	he "C	lincher" Sentence		
The C	lincher	should do one of the following		
	Evalua	ate the ideas your essay presents.		
	Persua statem	ade the reader to accept an idea or viewpoinent.	nt by making a final	convincing
		forward by showing your reader that your suant in the future for a certain reason.	ubject will continue t	o be
		uput in the final sentence of your essay, ma what they have just read.	ke sure it will somer	now remind
everyt	thing up	ose to end quietly, perhaps with some simple; or you may choose to end boldly, with an electron of opinion.		
		nat in writing, last things have powerchoos reader something to think about.	e your final words c	arefully
Clinc	her Se	entence:		

Assign #	Name		Due Date	Pts
		Writing Che	ecklist	
Explair	n how Europe benefite	ed from <u>cultural diffus</u>	ion during the period c. A.I	D. 1000 - 1500.
	ch of the following s e essay and correc		true. Any that are unche	cked, please go
<u>Subject</u>	<u>Matter</u>			
Pu	rpose			
	Is your purpose	e apparent to the re	ader?	
	Is your purpose	e fulfilled?		
Th	esis			
	Is your thesis s	tated in one senten	ce?	
	Is it stated in the	e introduction?		
Me	aning			
	Are your stater	ments always accur	ate?	
	Are your stater	ments always logica	l?	
	Are there enou	gh concrete examp	les to illustrate your mea	aning?
	Are there enou your thesis?	gh illustrations, fact	s, and reasons to adequ	uately support
<u>Organiz</u>	<u>ation</u>			
Pa	ttern			
Wh	at scheme controls	the order of your pa	aper? (circle one)	
	chronology	cause & effect	comparison & contra	st
	relative important	ce of examples	other	

Why did you choose one pattern or combination of patterns rather than another?

Assign #	Name	Due Date	Pts				
Coh	nerence						
	Is it always clear how you progres	_ Is it always clear how you progress from one thought to another?					
	_ Is the relationship of each paragraph to the thesis apparent?						
	_ Is your thesis evident throughout the paper?						
Par	agraphs	graphs					
	_ Does each paragraph have a topic sentence?						
	_ Does each paragraph have a transition?						
	Is each paragraph fully developed	, unified, and coherent?					
Cor	nclusion						
	Does your conclusion truly end the	e paper?					
	Does the conclusion emphasize y	our thesis?					
<u>Style</u>							
Sen	itences						
	Do you vary your sentence structu	are and sentence length	effectively?				
	Do you vary sentence openings e	ffectively?	-				
	Do you employ an occasional sho point?	rt sentence to emphasize	e an important				
Dict	tion						
	Is your word choice consistently a audience, and to the tone you have	• • •	•				
	Is there any word which could be	replaced by a more preci	se term?				
	Is your writing enlivened by any unappropriate, figures?	nusual word choices or a	ny striking, but				
	Can you say it more clearly?						
	Can you say it more briefly?						
	Have you proofread carefully?						

Assign #	Name	Due Date	F	⊃ts	