

Yes Somewhat No

GLOBAL ISSUES

Does your summary:

demonstrate understanding of the major ideas in the reading? _____

SEE CW p. 10, #10 for help in understanding what process writing is.

include summary of all major points in the reading? _____

include only summary of major points (rather than including summary
of minor points, points not in the reading, or your reactions)? _____

avoid redundancy (repetition of points)? _____

proceed in a logical order? _____

begin effectively? _____

end effectively? _____

avoid quotation from the reading (see assignment)? _____

paraphrase effectively (without plagiarizing)? _____

SENTENCE-LEVEL ISSUES

Does your summary:

avoid awkward sentence structure? _____

avoid wordiness (using more words than you need to say what
you want to say)? _____

demonstrate correct word choice (w.c.)? _____

have an appropriate tone for this assignment (not too casual,
but not overly stuffy)? _____

have the correct title and length (see assignment)? _____

use correct punctuation? _____

use complete sentences? _____

use correct grammar and mechanics? _____

use correct spelling, and appear to be carefully proofread? _____

OTHER ISSUES

Does your summary:

use MLA manuscript format for margins, spacing, title? _____