

SPAN 216/17
Final Project Self-editing Checklist

Name: _____

In order to receive all possible points for Composition 2, please hand in / do the following for your Final Draft:

1. Any handwritten corrections on a paper draft (not necessary if you work entirely electronically).
2. Include the WORD COUNT on your final draft.
3. Submit your Final Draft to Safe Assign in the Compositions section of Blackboard. (You will not receive ANY credit for the assignment if you do not submit your final draft to Safe Assign.)
4. Printed and completed Checklist.

For this second composition the self-editing exercise will focus on the following elements of content, organization, grammar, vocabulary and spelling. Respond to the checklist as it describes your FIRST DRAFT and then note the changes that you made for your FINAL DRAFT.

1. Content

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I read my first draft again carefully making sure to read each word. |
| <input type="checkbox"/> | <input type="checkbox"/> | My thesis is clearly stated, adequately supported with evidence, and relates to my original title. |
| <input type="checkbox"/> | <input type="checkbox"/> | All of the claims made in my essay are accurate and consistent. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have analyzed and compared my chosen topic with a US perspective. |
| <input type="checkbox"/> | <input type="checkbox"/> | All of the content/information is relevant to the assignment and my overall writing goal. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have met the minimum of 1,000 words for the final draft and included the Word Count. |

Changes in Content made from first draft to final:

2. Organization

Yes No

- My essay is a cohesive and conclusive finished product.
- I can identify a separate introduction, thesis, US perspective analysis and conclusion to my essay.
- The introduction accurately prepares my reader to understand the arguments in my essay.
- The conclusion serves as more than a summary of the information presented in my essay; i.e., it *concludes* something.
- I used appropriate transition words and phrases to connect my ideas both between and within paragraphs. Refer back to [transitions](#) (located in Unidad 5 Gramática) in Acceso if necessary.

Changes in Organization made from first draft to final draft:

3. Grammar

Yes No

- All of the verbs in each of the sentences of my essay agree with their subjects.
- All of the adjectives in each of the sentences of my essay agree with nouns that they modify.
- I incorporated the usage of new [verb forms and grammar](#) from this semester, such as the “*se*” expressions, past tenses, imperfect subjunctive, POR/ PARA, etc.

Subject / Verb and Noun / Adjective errors corrected from first to final draft:

Additions of new grammar (when appropriate):

4. Vocabulary

Yes No

- All of the words that I used in my essay effectively communicate what I intended.
- I included a variety of words; my word choice is not redundant. Try the Thesaurus function of Word (under Tools) to help with variety, but make sure that you look up any suggestion to ensure that it means what you think!

Changes in Vocabulary usage from the first to final draft:

5. Spelling and Accents

Yes No

- Each word in my essay is spelled correctly (including accent marks).

Spelling corrections from the first to final draft: