Norris: Informative Working Outline Checklist

_____ Is my name on the paper?

_____ Did I follow the format given in class & example given in packet?

_____ Did I show where my (3) sources will go? (up to -3 points)

_____ Did I show where my (1) Demographic Analysis info will go (Minimum of 1)? (up to -2 points)

_____ Did I include a Works Cited page with the required amount of sources (Minimum of 5)? (up to -5 points)

_____ Did I double-check spelling?

_____ Did I use standard formats & fonts? (up to -2 points)

_____ Did I show my Specific Purpose & Thesis Statement?

_____ Did I show where my transitions will go? (up to -2 points)

_____ Do I have an appropriate attention grabber in the Intro & Conclusion?

_____ Did I properly indent each main point & sub-point?

_____ Did I type my outline? (up to -3 points)

_____ Did I type this entire outline in MLA or APA format: including the Works Cited page? (up to -2 points)

_____ Did I have at least one person review my outline?

Pages to be turned in:

Page 1: Outline Checklist
Page 2: Student Critique of Outline
Page 3: Working Outline (no more than 3 pages)
Page 4: Works Cited Page with a minimum of 5 Sources
*Working Outlines Point Total: **25 Points**

Norris: Informative Rough Draft Outline Checklist

_____ Is my name on the paper?

_____ Did I follow the format given in class & example given in packet?

_____ Did I show where my (3) sources will go? (up to 4 points)

_____ Did I show where my (1) Demographic Analysis info will go (Minimum of 1)? (up to 2 points)

_____ Did I include a Works Cited page with the required amount of sources (Minimum of 5)? (up to 3 points)

_____ Did I double-check spelling?

_____ Did I use standard formats & fonts?(up to 2 points)

_____ Do I have an appropriate attention grabber in the Intro & Conclusion? (up to 2 points)

_____ Did I state the topic in the Intro & Conclusion? (up to 2 points)

_____ Did I preview the main points in my intro? (up to 2 points)

_____ Did I review the main points in my conclusion? (up to 2 points)

_____ Is my outline condense to one-page (even if you have to use a smaller font)? (up to 2 points)

_____ Did I properly indent each main point & sub-point?

_____ Did I type my outline? (up to 2 points)

_____ Do I have 5 sources? (up to 2 points)

_____ Did I type the entire outline using MLA or APA format? (up to 2 points)

_____ Did I have at least one person review my outline?

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Pages to be turned in:

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        Page 1: Outline Checklist
        Page 2: Student Critique of Outline
        Page 3: Rough Draft Outline (condensed to one page)
        Page 4: Works Cited Page with a minimum of 5 Sources
           *Rough Draft Outline Point Total: **15 Points**

<u>Norris: Informative Final Outline Checklist</u>

_____ Is my name on the paper?

_____ Did I follow the format given in class & example given in packet?

_____ Did I show where my (3) sources will go? (up to 2 points)

_____ Did I show where my (1) Demographic Analysis info will go (Minimum of 1)? (up to 2 points)

_____ Did I include a Works Cited page with the required amount of sources (Minimum of 5)? (up to 2 points)

_____ Did I double-check spelling?

_____ Did I use standard formats & fonts?

_____ Do I have an appropriate attention grabber in the Intro & Conclusion? (up to 1 point)

_____ Did I state the topic in the Intro & Conclusion? (up to 1 point)

_____ Did I preview the main points in my intro? (up to 1 point)

_____ Did I review the main points in my conclusion? (up to 1 point)

_____ Is my outline condense to one-page (even if you have to use a smaller font)?

_____ Did I properly indent each main point & sub-point?

_____ Did I type my outline?

_____ Did I type the entire outline using MLA or APA format?

_____ Did I have at least one person review my outline?

_____ Did I make all corrections and changes suggested by Mrs. Norris?

<u>Pages to be turned in:</u>

> **Page 1:** Outline Checklist
> **Page 2:** Final Outline
> **Page 3:** Works Cited Page with a minimum of 5 Sources
> **Page 4:** Informative Speech Grade Sheet
> *Final Outline Point Total: **10 Points**