

## Sample Checklist

- Please attach this page with a paper-clip to your writing assignment when you turn it in.
- This list will be used to grade your assignment and will be returned to you with comments. Keep a copy of your paper for your own reference
- Use this checklist as a guide for yourself while writing the assignment

<b>Form:</b>		<b>5 points</b>
Does this paper:	1. clearly (re)state the problem to be solved (including on the essential details)?	
	2. explain what level and types of math will be used?	
	3. solve the question that was originally asked? (2 pts)	
	4. give acknowledgment where it is due (did anyone work with you on the math)?	
<b>Content:</b>		<b>7 points</b>
Does this paper:	5. give a precise and well-organized explanation of how the answer was found? (2 pts)	
	6. define all variables, terms, and notation used?	
	7. explain how each formula is derived or where it can be found?	
	8. clearly label diagrams, tables, graphs or other visual representations of the math?	
	9. contain correct mathematics? (2 pts)	
<b>Presentation:</b>		<b>3 points</b>
Does this paper:	10. use standard business letter form?	
	11. use correct spelling, grammar, and punctuation?	
	12. look neat? (typing helps with this)	

**Comments:**

