**Writing Process Checklist**

**All major writing assignments will follow a similar process. Students will be graded on their ability to operate and improve within this process.**

**Collection/Research - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 10**

* **Students work to gather relevant information for their topic. Their collecting and researching should help them define and narrow their topic.**

**Thesis + Outline - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 10**

* **Students craft a solid thesis statement and a detailed outline. They use this part of the process to examine their major arguments in relation to their thesis.**

**Draft 1 (Edit/Revision) - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 10**

* **Students write a first draft. They evaluate the content of the draft and make major changes in the organization, tone, arguments, evidence, introduction, and conclusion if necessary.**

**Draft 2 (Proofreading) - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 10**

* **The second draft should reflect the major changes from the first draft. Upon completion students read and reread their draft carefully looking for errors in conventions (grammar, mechanics, and usage), syntax, transitions, and the like.**

**MLA + Work Cited - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 10**

* **Students will format their final draft using MLA guidelines. All essays will include a Work Cited page as well.**

**Conventions (Grammar, Mechanics, and Usage) – minus (-) \_\_\_\_\_\_\_\_\_\_ points**

* **Essays will be deducted points for mistakes in grammar, mechanics, and usage. PLTs will decide and differentiate this aspect of the essay scoring process.**

**NOTES:**

**Final Total - \_\_\_\_\_\_\_\_\_\_\_\_\_ / 50 points**

**Please Note: If teachers want to focus on one area of the writing process and assign extra points to that area, that MUST be a separate grade in NCWISE.**