NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEEDBACK ON STUDENT EE GENERAL FORMAT CHECK CRITERIA**

If after a **quick glance** through your essay, there is evidence that a criterion has been met, a check in the yes column is marked.

If there is no evidence, or the evidence is not clear, a (-) minus is marked in the no column.

Any underlined/highlighted items below indicate there is evidence that certain aspects of a criterion are incomplete or missing.

YES NO ESSAY (Includes)

\_\_\_\_\_ \_\_\_\_\_ 1. **Completeness:** 7 elements, include (in this order) Cover sheet, Abstract,

 Table of Contents, Introduction, Argument, Conclusion, & Bibliography.

\_\_\_\_ \_ \_\_\_\_ **General Format: (**Includes) Running heads, all sections titled, proper MLA

 citation of sources.

\_\_\_\_ \_\_\_\_ **Cover Page:** Running head --Short title, (school # - candidate #) Pg #

 Paper title, 6 lined name box with Name, School number-Candidate number,

 School, State, USA, Subject, Word Count. (At least 3000 words)

\_\_\_\_ \_\_\_\_ **Abstract (**Titled) Contains 3 paragraphs. (300 words or less—count listed)

 Paragraph 1: Purpose, Research question, Thesis statement

 Paragraph 2: Key ideas and Sources used

 Paragraph 3. Findings, Thesis supported? Why or why not?

\_\_\_\_ \_\_\_\_ **Research question** includes: SAT+2PV+TOM

\_\_\_\_ \_\_\_\_ **Table of Contents** (Titled) Includes: Listings and subheadings

\_\_\_\_ \_\_\_\_ **Introduction** (Titled) Includes business paragraph (either first or second )

 Purpose, Research Question, Thesis, Background information,

 Plan of investigation

\_\_\_\_ \_\_\_\_ **Argument:** (Titled) Includes

 Cited quotes—Introduced, and followed up with a comment.

\_\_\_\_ \_\_\_\_ **Conclusion** (Titled)

\_\_\_\_ \_\_\_\_ **Bibliography** (Titled) Not annotated. Just listings in ABC order