# 5 Good Habits for Evidence Checklist – a Checklist for Critical Thinking

Use the box in the left column to check off (√) **each** thing in **each** stage of the process.

## Starting in the Right Direction (Things Also Important in a Job)

Reminder: [The 5 Good Habits for Evidence and Would Anyone Pay You If You Didn’t Have These Skills?](http://www.cjbibus.com/Getting_Started_Good_Habits_for_Evidence_Would_anyone_pay_you_for_this_skill.htm)

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| **√** | **What You Must Find Out Before You** | **In This Course** |
|  | What does the instructor expect from you? | [What’s a Comparison in this course](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_What_Is_a_Comparison.pdf) |
|  | Are there examples you can see of what the instructor expects including how you are to reveal where your evidence came from? | [What are the basics of how the Comparison looks](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Student_Example_Paper_With_Pointers_ExplainingRequirements.png)  What are [examples of a C, B, and A level Comparison](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_C_B_and_A_Papers.pdf)  What are the basics of citation and examples of endnotes in the [student example of an A Comparison](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_A_Paper_and_Its_Citation.pdf) |
|  | How do you do any technology required for your job?  In addition to using Microsoft Word or equivalent word-processing software to write your paper, you used that software to insert endnotes. Endnotes are citation that you place after the last words of your comparison.  FYI: The file that you complete for each Comparison also lists the word-processing software that Turnitin accepts for submitted files. | In this course, when citing the textbook, you use the simple method of endnotes with the author’s last name and the specific page. (Comparisons requiring primaries tell you how to cite primaries.)  **Example if you use Microsoft Word 10:** Place your cursor at the end of the sentence where you want to cite a specific page, click on References and then click Insert Endnote. Word creates a superscript number (such as i) at the end of the sentence and the same number at the bottom of the page. You type at the bottom the author’s last name and the specific page number you used from our textbook.  **Example if you used page 35:**  I Ayers, p. 35.  **Student Example:** The [student example of an A Comparison](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_A_Paper_and_Its_Citation.pdf) covers citation and shows endnotes. |
|  | What does the instructor consider to be good work? What determines the grade? | [What Are the Parts of the Rubric and How Does It Determine Your Grade](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Getting_Started_Good_Habits_for_Evidence_Parts_of_the_Rubric.htm) |
|  | What are things you should not do? | [What are examples of things such as passive reading, assumptions, plagiarism, and “half-copy” plagiarism](http://www.cjbibus.com/Good_Habits_for_Evidence_Rubric_with_Links.htm) |
|  | What does the instructor want you to figure out and what are you to examine (specific pages)? | For each Comparison, there is a Content link and it gives all possible topics and all required pages. |
|  | How does the instructor expect you to work? | For each Comparison, there is an Instructions link. |
|  | If you received feedback on prior work, did you find out how to prevent the errors you made before? | On each Comparison, you will get feedback. |

## Preparing the Foundation

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| **√** | **What You Must Do** | **How to Do This** | **Good Habit** |
|  | Read all of the required content? All pages and primaries listed? | Check the Contents link | # 1 |
|  | Notice what applies to your question—and what doesn’t? | [How to verify content](http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Build_Factual_Accuracy_By_Verifying_With_Reliable_Source.htm) | # 2 |
|  | Read actively all of the sentences? Look up general words you don’t know and noticing words with a historical meaning? | [Method to read and write](http://www.cjbibus.com/1301_1302_Method_to_Read_Understand_Write_Fast.htm)  [How to pay attention](http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Succeed_Factual_AccuracyThatIsVerifiableForEveryStatementYouMake.htm) | # 2 and # 3 |
|  | Use the 5 W’s chart to deconstruct facts so you can think about them (*W*ho, *W*hat, *W*hen, *W*here, *W*hy, and sometimes How)?  Tip: Do not write words from the source in your 5 W’s chart, but only list a page number for a short quotation you want to use. | Required for the Introductory Comparison [See an example.](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\1301_1302_Method_to_Read_Understand_5WsChart_for_GoodHabitsForEvidence.htm) | - |
|  | Use the 5 W’s chart to decide what 2-3 issues you want to Compare?  (Choose issues that would help someone learn changes in history.) | Required for the Introductory Comparison  [See an example.](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\1301_1302_Method_to_Read_Understand_5WsChart_for_GoodHabitsForEvidence.htm) | - |

## Preparing to Write and Writing – Consider these brain tricks.

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| **√** | **What You Must Do** | **How to Do This** | **Good Habit** |
|  | Looking at your 5 W’s chart, pretend to **teach** someone what your 2-3 issues. (Stammering shows you when to reread that content.) | [Method to read and write](http://www.cjbibus.com/1301_1302_Method_to_Read_Understand_Write_Fast.htm) | # 2 and # 3 |
|  | Repeat the speech until it makes sense (usually 3 to 5 times). Say it again but type it as you speak to create your rough draft. If you have a quotation to use, type it exactly and then close the book. | [Method to read and write](http://www.cjbibus.com/1301_1302_Method_to_Read_Understand_Write_Fast.htm) | # 2 and # 3 |

## Catching Your Own Errors Before You Submit

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| **√** | **What You Must Do Before Submitting for a Grade** | **How to Do This** | **Good Habit** |
|  | Check your work for accurate evidence (or proof) | [How to check evidence](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_Checklist_Check_for_Accurate_Evidence.pdf) | # 3 |
|  | Proofread ( or proof) your work | - | - |
|  | * For accuracy of text that you have placed in quotation marks and for accurate use of quotation marks with all of the author’s words | [How to proofread for quotation marks](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_Checklist_Accuracy_of_Text_and_Quotation_Marks.pdf) | [Basics for # 4 and 5](http://www.cjbibus.com/1301_1302_GHforE_HOW_to_Work_WithoutHalfCopyPlagiarismOrMisquoting.htm) |
|  | * For clarity and for the correct use of language in general and for the discipline of history | [How to proofread for language and clarity](file:///C:\Users\CJ%20Bibus\Documents\-%20Server%202013-2014\Good_Habits_for_Evidence_Checklist_Language_and_Clarity.pdf) | - |
|  | If you can wait 24 hours, proof it again before you submit | - | - |

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