Your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Put an X in the left column for each action you* ***had*** *to do with your paper.*

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|  | **Did you omit doing what you needed to do (*where*)** | **If you did not, do this to your form or paper NEATLY** |
|  | Examine the rubric for how Comparisons are graded. *(Feedback link—direct to Good Habits for Evidence)* | Seeing the rubric and doing what’s below, do you understand the grade? \_Yes \_No (if not, glad to talk to you.) |
|  | Examine the example of a Comparison. *(What’s a … )* | Seeing the example, did you write a Comparison? \_Yes \_No |
|  | Use required file and headings *(File...)* | Correct the heading. Notice all parts **and** the order in the file. |
|  | Write on 1 of the listed topics. *(Instructions link)* | If not, draw a single line **vertically** through your paper. |
|  | Write on each part of the topic. *(“)* | If not, through your centered, copied topic draw a single line **horizontally** through the part you did not cover. |
|  | Do your 5 *W*s chart, 1-3 word reminders, page # *(“)* | If not done, initial here \_\_; if not done by directions, initial here \_\_. |
|  | Meet **each** requirement for the topics. *(“)* Note: I may have marked Fact N/A. | If not, draw a single line **horizontally** through **each** statement that does not meet requirements. I will give examples. |
|  | Use **only** the required pages listed for your chosen topic and read with care the **cautions** *(Contents link)* and, if still confused, read the definitions file and ask! | If not, draw a single line **horizontally** through each statement that is **not** from the required pages. If you used website(s), write the URL(s) or initial here \_\_ that you will email the URL(s). |
|  | Read **all** pages listed for your topic *(Contents link)* | If not, list at the **end** of your paper what pages you omitted. |
|  | Use the Essential Background—**all** of it that is applicable to your chosen topic. *(“).* | If not, list at the **end** of your paper what you omitted or misread or misinterpreted. I will give examples. |
|  | Cited using my brief or the detailed version of *Chicago* provided in the course. *(What’s a … )* | If not, initial here \_\_\_ that you **now** understand it or ask questions. (I will show you a new visual.) |
|  | Cited **all** facts you used--whether a fact in the author’s word (a quotation) or a fact in your own words. *(“)* | If not, neatly write **after** the fact a **single** page number that supports what you said or—if you can’t find one—draw a single line **horizontally** through those unsupported statements. |
|  | Cited no facts at all. *(“)* |

*With inaccuracy problems, compare your book and your words* ***word by word****; with quotations, compare* ***letter by letter.***

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|  | **Did you do things like this** | **If you did, do this to your paper NEATLY** |
|  | Wrote inaccurately (I marked words such as Assumed, Embellished, Cherry picked, or Misread.) | Compare your book side-by-side with what you wrote. If you don’t understand exactly why the comment, ask. |
|  | Changed the words between “” | Insert the omitted or changed words; strike out added words |
|  | Used the author’s words without “” (I marked P.Writing or H-C. If I marked Repeated Errors >, check **all** words.) | Underline **each** word or **part** of a word you copied so you see **how much** you are copying (Don’t try to correct with “”.) I will show you *Bedford* that this is a standard. |
|  | Misused a “” (I marked Changed meaning) | Draw a single line **horizontally** through the statement |

Your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Put an X in the left column for each action you* ***had*** *to do with your paper.*

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*With inaccuracy problems, compare your book and your words* ***word by word****; with quotations, compare* ***letter by letter.***

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