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** | **If you did not, do this to your form or paper NEATLY** |
|  | Examine the rubric for how Comparisons are graded. | 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. | Seeing the example, did you write a comparison? \_Yes \_No |
|  | Use the required file and have the required headings. | Correct the heading—notice the parts |
|  | 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, list at the **top** of your paper what part you did not cover. |
|  | Meet **each** requirement for the topics (Instructions link). (You may have a comment 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. | 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 \_\_ if 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 (Contents link). | 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. | 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 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, 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.) | Underline **each** word you copied so you see how much you are doing (Don’t try to correct with “”.) I will show you *Bedford*. |
|  | Changed the meaning of a “” (I marked Changed meaning) | Draw a single line **horizontally** through the statement  |

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|  | Placed “” around words that are not in the source—or at least not  | Place an X over those quotation marks or show me where the words are. |

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