

First Draft check sheet

Name: _____

My assignment is to compose a first version of my paper, which is an exploration of a topic on climate change solutions.

I offer my draft to you now, not as “finished”, but as a work-in-progress. I plan to build on and improve what I’ve written in my next draft. However, I recognize that a next draft may look quite different from this one.

___ I previously proposed several topics and chose one of those topics, that I cared about, to explore in greater detail.

___ I worked at least four hours outside of class on the writing of this draft.

___ I read the [description of the paper](#) and have begun to address the requirements.

___ I met the deadline for this draft.

Development / Audience

___ I thought about my audience as my peers, other students in my class.

___ I used examples to explain ideas and concepts.

___ Rather than simply repeating facts that I came across, I thought about how to relate those facts to the life experiences of my intended audience.

Sources

___ I read more than 5 articles / sources, and prepared an annotated bibliography, describing 4 of the articles/resources I read, and how they related to my topic.

___ I have tried to make clear what insights / facts / observations come from my sources, and which sources they came from.

___ I did not copy any text or images from my sources into my paper unless I quoted them and cited the source. (I did not plagiarize.)

___ If I used ChatGPT or other AI chatbot in any way, I credited it, just like other sources. Just like traditional sources, I did not copy chatbot output directly into my paper, but used it as an aid in my own writing and thinking. I evaluated the trustworthiness of any chatbot output.

I avoided extended quotes from my sources. Instead I synthesized and paraphrased what I learned from my sources to convey the essence to my intended audience.

I have owned and identified **my** opinions and judgements.

A reader will be able to distinguish my opinions from those of my sources..

I have included a list of works cited.

Organization

This draft is my first attempt, but not my last, to draw my thoughts together and to organize those thoughts. It is a work-in-progress.

I tried to identify several themes from reading about the topic, and am using those themes to organize my writing. (Tip: use those themes as “headings” for different sections of your paper.)

As I read, I tried to identify questions that I wondered about or was curious about.

I included an introduction to my topic.

I drew my thoughts / learnings / judgements together in a “conclusions” section.

Language and sentence structure

I tried to write a compelling title, which is an honest representation of the topic that I explored.

I tried to use one verb tense throughout.

I used complete sentences.

I broke up what I wrote into paragraphs.

I read over my draft once before handing it in, and identified and corrected incomplete sentences, and sentences that did not seem to make sense when read aloud.

Conventions

I keyboarded this draft. With double-line spacing and approximately 1 inch margins. It runs no more than 9 pages. It runs more than 5 complete pages (first draft).

 I uploaded a draft in Word format, or as a pdf, to Moodle/TurnItIn.