



## EVALUATE

Evaluation comes in many forms. It should be an ongoing process throughout the project by students and teachers, as well as being a critical piece for you before submitting work to your teacher. This step involves editing, rethinking, and adapting to changes or suggestions made by others. Evaluation should not be a solitary process. Rather, the input of others should be sought in order to ensure that the final product is of the highest possible caliber.

Included here are tools for checking your own work. From this point, you can cycle back to any of the other steps in the research process if their evaluations reveal that more research or organization is needed.

### Checklist for Content

- Appropriate title?
- Is the thesis clear and original?
- Does the introductory paragraph contain the following:
  - give enough background information
  - validate the importance of the topic
  - identify the approach the paper will take to support topic
- Does the supporting information support the thesis adequately?
- Does the concluding paragraph bring closure to the paper? Does it restate the thesis?

### Checklist for Writing / Communicating

- Is my source material interesting and exciting?
- Have I organized my information so that the most compelling quotations and ideas come at the beginning of the paper?
- Are my quotes too long? Am I using other author's material to cover up my own lack of research and relevant information?
- Have I introduced or explained quotes as necessary so that the reader understands why they are being used in the paper?
- Have I followed the sequence that I promised in my introduction?
- Have I used words and phrases that help the paper flow smoothly from one paragraph to the next, and from one topic to the next?
- Have I used language that shows me as a writer who is confident about my material?
- Have I included a conclusion that refers to both the introductory paragraph and salient points I have made throughout the paper?

- Have I re-read my writing with a thought towards communicating with my audience?

### **Checklist for MLA Format**

- Is there a heading in the left hand corner? It needs the following:
  - Name
  - Instructor
  - Class
  - Date (European style)
- Does each page contain the following in the upper right hand corner of the header section? Last name and page number
- Is the text in 12-point font and is the paper double-spaced?
- Are all four margins one-inch wide?
- Are there parenthetical citations after quotations or paraphrased material that is not common knowledge (statistics, theories, etc.)?
- Is there a Works Cited page?

Please note lack of punctuation in the heading and header section:  
See sample in the appendix.