

The background features a dark teal color with several overlapping circles of varying shades of teal. Some circles are solid, while others are outlined.

# Double Check

What to look for as you are  
finishing your paper

# Vocabulary

- This is an informational, academic paper so the vocabulary used should match
- If you used the following types of words, please make sure you change them:
  - Slang (ain't, gonna, etc)
  - Contractions (can't, don't, etc)
  - Text (ur, b4, etc)
  - Poor Vocabulary (things, a lot, etc)
  - 1<sup>st</sup> Person (I, me, my, we)
  - 2<sup>nd</sup> Person (You, your, you're)

# Voice



- With this being an informational essay, not expository or persuasive, it needs to be written in **third person**
- If you used any of the following or something like it, please change:
  - I, we, you, your, etc (1<sup>st</sup> and 2<sup>nd</sup> person)
  - In this paper..., Let's move on to..., etc

# Thesis



- Your thesis needs to a direct, general statement about your paper. It is located as the last sentence in your introduction.
- It should not say:
  - I will tell you about
  - You will read
- It should be a one sentence summary of the paper
  - Thyroid conditions, with types and symptoms, along with not many treatments, afflict millions of people around the world.
- Your thesis statement should also be the first sentence in your conclusion. It should be reworded.

# Spelling

- Is everything correct?
  - Easiest way is to read through your paper.
    - Yes...I have to read it...so you should too
  - Did you use the wrong spelling for the word you meant
    - Hear and here; two, too, and to; etc
  - Use spell check!
    - Between your eyes, peer editing, and the computer you should not have any misspellings in your paper

# Punctuation

- Did I properly punctuate when I cited?
  - The sentence goes here (“Article”).
  - “The quotation adds to my paper” (Last ##).
  - Make sure the period comes after the citation. Article titles need to be in quotation marks. Books and newspapers need to be italicized.
- Did I punctuate at the end of my sentences and in my sentences as necessary?
  - If you have a long prepositional or adverbial phrase, you need to put a comma after it.
  - You wrote a compound sentence; you have two options. You can either use a semicolon, or you can use a conjunction.

# 6+1 Writing Traits

Three teal circles are positioned at the top right of the slide. The first circle is solid teal. The second circle is a thin teal outline. The third circle is solid teal.

- Sound Ideas
- Good Organization
- Individual Voice
- Powerful Words
- Smooth Fluency
- Correct Conventions
- Clear Presentation

# Formatting

- Did I do everything necessary?
  - Change margins to 1 inch all around
  - Remove space after paragraph
  - Double space
  - Used approved font and size
    - Times New Roman 12 pt
    - Calibri 11 pt
  - Page numbers on the bottom right
  - Include works cited and title page.



# Works Cited

- This should be in alphabetical order
- Make sure everything is capitalized and punctuated properly
- All the sources you cited in your paper should be listed (at least three).
- If your citation goes down to a second (or third or fourth line), include a hanging indent.
- Do not list any extra sources you looked at but did not reference in your paper.

# Works Cited Example

Author Last, First. “Article Title.” *Website Title*. Publisher, Publication Date. Web. Access Date.

“Article Title 2.” *Website Title*. Publisher, Publication Date. Web. Access Date.

Note\* - it is a red flag for the reader if they see a n.p. or n.d. in the works cited as that shows an incomplete citation missing the publisher/sponsor and/or the publication/copyright date.

# Title Page

- It should include
  - The name of your topic
  - Your name
  - The class
  - My name
  - The date (January 31, 2014)