

**Proofread to ensure that you have:**

- A variety of clear, economical, fluent sentences of varied length and structure.
- Precise, appropriate and varied diction/word choice.
- Effective subordination (clauses/phrases) to make the relationship between ideas precise and logical.
- Used active verbs and avoided the passive verb forms.
- Used parallelism and balanced sentences effectively.
- Used a style appropriate to formal analysis.
- Avoided slang, contractions, abbreviations and clichés.
- Used the present tense consistently.
- Used the 3<sup>rd</sup> person pronouns and avoided “you” and “I”. (“We” can be acceptable)
- Used quotations correctly, effectively, and appropriately and avoided padding the essay with meaningless discussion.

**TUTORIAL SUGGESTIONS (Matter of Correctness)****Proofread to ensure that you have:**

- The correct spelling.
- Capitalized correctly.
- Punctuated correctly (apostrophes, commas, semi-colons, colons, quotation marks).
- Clear and consistent pronoun references.
- Agreement between pronoun and antecedent.
- Appropriately placed modifiers.
- No comma splices and/or run-on sentences.
- No sentence fragments. Agreement between subject and verb.

**TUTORIAL SUGGESTIONS (Thought, Understanding and Detail)****Proofread to ensure that you have:**

- Read and re-read the literature to gain an internalized appreciation and understanding which is reflected in the depth of complexity of ideas.
- Included a thorough range of examples but not as a substitute for your own writing or analysis.
- Used clear, relevant contextual or background information to reinforce, rather than obscure your thesis.
- Stayed on topic throughout the essay.
- Carefully selected quotations; ensured that quotations are short and clearly related to your focus/thesis.
- Avoided plot summary by limiting background information to essentials.
- Avoided inappropriate, personal, opinionated, judgmental comments.
- Selected details and evidence to support your thesis.

**TUTORIAL SUGGESTIONS (Form and Style)****Proofread to ensure that you have:**

- Included an original and appropriate title.
- Referred to both the author and the literary selection(s) in the introduction and perhaps the conclusion.
- Attempted a clear, original thesis, which focuses precisely on the assignment and the literature in your introduction.
- Used precise topic sentences/unifying ideas which provide smooth, logical transitions, making clear the relationship between one idea and the next in the body paragraphs.
- Not introduced new material in the conclusion.
- Reminded your reader of your thesis, possibly with a key word or re-emphasis of a main idea.
- Added a thoughtful concluding statement which expands on the theme – a global or philosophical statement.
- Used a clear organization which includes an introduction, body, paragraphs, and a conclusion.

**COMMENTS:**