

Self-evaluation sample: second draft

Text [in braces] should be replaced with more specific content customized to your particular writing situation.

Basic checklist

- _____ four to six pages
- _____ updated self-evaluation
- _____ two extra copies of draft and self-eval
- _____ previous rough draft and self-eval

Content and quality

- _____ MLA format (especially what CBD emphasized in class: header, name block, double space, no paragraph spacing, serif font, works cited page, staple or paper clip)
- _____ Documenting sources (if any) using MLA style [note whether this is needed].
- _____ Improvement and substantive change
[Add here sub-items as needed, such as specific improvements mentioned in conference or on the previous draft; comment on them and/or check them off.]

Assignment objectives

- _____ Clarity: not as big an issue on this draft (see class notes from 2/14/2008).
- _____ Rhetorical situation: [Write out the purpose here; how do you meet it? Name the audience(s) expected; why does this make sense? Etc. See *NFGW* 209 and the specific genre section for help.]
- _____ Organization: see attached outline. [Write an outline of what you've actually written. Does it make sense? Is it organized in some way? (Time, cause, importance, etc.) Address other factors; see *NFGW* 212 and 252-4, as well as specifics for your genre.]

Genre features

- _____ [Write out the expected features for your genre here; for each one evaluate if you are following the conventions. If you aren't doing so, you need a good reason!]
- _____ [Work through the entire *NFGW* chapter and note specialized elements of genre not listed in the features; for example setting and key people in literacy narrative. Does your draft follow the guidelines? Why or why not?]

Specifics

- _____ Thesis: [Write out the thesis and/or a one sentence summary of what you've actually written. Does this summary match the goals of your essay?]
- _____ Focus: [Is the topic narrowed enough? Should the focus be shifted? Does the entire essay connect to the thesis in some way? Any comments on this from CBD?]
- _____ Beginning: [Does your essay seem interesting, but not over the top? See *NFGW* 239-49 and genre specifics as well.]
- _____ Ending: [Do you avoid a rigid, repetitive conclusion? See *NFGW* 239-49 and genre specifics as well.]

Specific questions

[Add here specific questions for reviewers to address, such as areas of the draft which may need work, which you had trouble with, or which you think you've fixed.]