Read through the entire draft to get a sense of the essay. Afterwards, complete the entire worksheet, in order, using this sheet or a separate sheet of paper.

1. Read for a First Impression.
   a. What one aspect of the draft do you think will especially interest the readers?
   b. Point to one place where they might have difficulty in following the discussion.

2. Analyze the Way the General Debate Is Presented.
   a. Look at the way the issue is presented, and let the writer know if any aspect of the issue or context has been left out or represented incorrectly.
   b. Consider the information the writer provides—historical background, information about the current relevance or importance of the issue, credentials of the sources—and tell the writer about any part that needs to be added, expanded, reduced, or eliminated.
   c. If you have any additional, unanswered questions about the presentation of the issue, share them with the writer here.
   d. Make sure the writer does not spend more than two paragraphs recapping the debate.

3. Assess Whether or Not the Essay is Clearly and Impartially Explained.
   a. Do any of the common ground points in the debate need further clarification?
   b. Try to pose specific questions for the writer.
   c. Point to language in the draft that you find confusing or difficult to understand, including any quotations from sources that would benefit from the writer’s commentary.
   d. Have the opposing positions been represented fairly and completely?
   e. Point to any word choices that suggest lack of balance, impartiality, or bias.

4. Identify Each Point of Common Ground.
   a. Identify each separate topic the writer has chosen to explain.
   b. Indicate specific places in the draft where the discussion could be clarified or better explained.
   c. Point to places, if any, where examples, definitions, or additional commentary are needed.
   d. If you are familiar with the debate, note whether any important points of common ground are missing. Explain.

5. Consider Whether the Organization is Effective.
   a. Make a scratch outline of this draft.
   b. Is there a better way to organize or has the writer found the best way?
c. Suggest places where cueing should be added (transitions, summaries, topic sentences)

d. Will readers find the beginning engaging? If not, recommend improvements.

e. Does the essay conclude decisively and memorably? If not, recommend improvements.

6. Assess the Use of MLA Formatting.

   a. Are the writer’s last name and the page number in the header at the top right of every page? Is the last name capitalized? Is the page number correct on each page?

   b. Do the first three lines of the paper have the author’s name, Malory Klocke, and Argument Essay listed on separate lines?

   c. Is the title centered on the fourth line and does it follow correct capitalization?

   d. Is everything in the same font? (Times, Calibri, or Cambria)

   e. Is everything size 12 font?

   f. Are there extra spaces between paragraphs? Remove them!

   g. Is everything double spaced?

   h. Are there one inch margins on all sides?

   i. Are direct quotes surrounded by “quotation marks?”

   j. Are statistics, quotes, and paraphrases cited with in-text or parenthetical citations?

   k. Is the sentence’s end punctuation after the parenthetical citation?

   l. Does the information in the parenthetical citation include the author’s last name and the page number for the information?

   m. Does the Works Cited page have sources listed in alphabetical order?

   n. Is ever source mentioned in the paper listed on the Works Cited page and Vice-Versa?

   o. Does the information in the parenthetical citation match to the first word or two from the citation on the Works Cited page?

7. Give the Writer Your Final Thoughts.

   a. What is the draft’s strongest part?

   b. What part is most in need of further work?