GLOBAL ISSUES
Does your summary:

don’t demonstrate understanding of the major ideas in the reading?______________________________________________________

SEE CW p. 10, #10 for help in understanding what process writing is.

include summary of all major points in the reading?__________________________________________________________

include only summary of major points (rather than including summary______________________________ of minor points, points not in the reading, or your reactions)?

avoid redundancy (repetition of points)?_______________________________________________________________

proceed in a logical order?_____________________________________

begin effectively?____________________________________

end effectively?____________________________________

avoid quotation from the reading (see assignment)?________________________________________________________

paraphrase effectively (without plagiarizing)?________________________________________________________

SENTENCE-LEVEL ISSUES
Does your summary:

avoid awkward sentence structure?____________________________________________________________

avoid wordiness (using more words than you need to say what
you want to say)?____________________________________________________________

demonstrate correct word choice (w.c.)?__________________________________________________________

have an appropriate tone for this assignment (not too casual,
but not overly stuffy)?________________________________________________________

have the correct title and length (see assignment)?_____________________________________________________

use correct punctuation?_____________________________________

use complete sentences?_____________________________________

use correct grammar and mechanics?________________________________________________________

use correct spelling, and appear to be carefully proofread?____________________________________________

OTHER ISSUES
Does your summary:

use MLA manuscript format for margins, spacing, title?______________________________________________