Writing a Research Paper Checklist

1. ___ Go through your in-class writing folder, review earlier papers, set 3 goals (write on your own paper). Get all previous folders out of the writing folder—use one of them for the new paper.

2. ___ Introduce assignment.

3. ___ Review paper guidelines.

4. ___ Read/Review a sample research paper. In class

5. ___ Read required websites (on my website) and complete ten “Driving Paper Notes Card” sheets. They can be printed from my website; you need ten.

Research Paper Check-in #1  (5/4-5/5) Turn in Day (100 points): Turn in goals and the 10 Note Card Sheets (10 points each, if done well). Put your name, assignment title, and period on the front of the folder—or points will be lost.

6. ___ Develop a thesis statement; type it. We have covered this many times now, but more help is available in my site.

7. ___ Write an introduction (help on my website), include the thesis statement in the introduction.

8. ___ Write an outline. Have the quotations that you plan to use included on the outline; have the quotations where they will appear in the paper.

9. ___ Develop and type an outline. (Sample outline on my website)

Research Paper Check-in #2  (5/11-5/12) TURN IN All ITEMS (IN THE FOLDER) (50 points): These things in this order, bottom to top: writing goals, ten “Driving Paper Note Cards”, outline—which includes an introduction, thesis statement, and quotations and statistics.

10. ___ Write the rough draft.

11. ___ Weave in all your quotations and document them correctly—minimum of 10. (Help on my website)

12. ___ Print it.

13. ___ Check your goals sheet and make sure you addressed your goals.

14. ___ Ask questions or visit the Writing Lab if needed.

15. ___ Take a look at sample paper; make needed alterations.

16. ___ Using your “Note Cards” complete the works-cited list (see my website for help)

17. ___ Check MLA format. See new Hudson High School Style Guide.

18. ___ Hand-correct rough draft make the corrections, print final copy.

Turn it in (5/18-5/19) : (100 points) These things in this order, bottom to top: writing goals, ten “Driving Paper Note Cards”, outline—which includes an introduction, thesis statement, and quotations and statistics, hand-edited draft, final copy (with works cited).