

## Evaluation Sheet

Term Paper ★ Academic Essay ★ Wissenschaftliche Hausarbeit

Name

### I. Academic merit and research basis

A	Originality of topic&argument	1	2	3	4	5	6	X
B	Appropriateness of methodology	1	2	3	4	5	6	X
C	Appropriateness of sources	1	2	3	4	5	6	X
D	Number of sources appropriate	1	2	3	4	5	6	X
E	Balanced use of sources	1	2	3	4	5	6	X
F	<i>Forschungsstand</i>	1	2	3	4	5	6	X

### II. Evaluative comments

A	Focussed	1	2	3	4	5	6	Needs more focus
B	Clear arguments	1	2	3	4	5	6	Needs deeper analysis
C	Effective examples	1	2	3	4	5	6	Needs better examples
D	Appropriate detail	1	2	3	4	5	6	Needs more detail
E	Internally consistent	1	2	3	4	5	6	Intern. contradictory
F	Rational organization	1	2	3	4	5	6	Rethink organization
G	Clearly written	1	2	3	4	5	6	Confusing language
H	Style: academic	1	2	3	4	5	6	Colloqu./inappropriate
I	Accuracy	1	2	3	4	5	6	Contains errors of fact

### III. Organization and structure

A	Reliance on an outline	1	2	3	4	5	6	X
B	Clarity of organization	1	2	3	4	5	6	X
C	Development of topic	1	2	3	4	5	6	X
D	Transitions between sections	1	2	3	4	5	6	X

### IV. Language and presentation

A	Grammar	1	2	3	4	5	6	X
B	Idiomatic English	1	2	3	4	5	6	X
C	Diction	1	2	3	4	5	6	X
D	Spelling	1	2	3	4	5	6	X
E	Format for citations	1	2	3	4	5	6	X
F	Format for references	1	2	3	4	5	6	X
G	Format for bibliography	1	2	3	4	5	6	X
H	Layout: Font, margins, spacing	1	2	3	4	5	6	X

### V. Prerequisites

A	Participation in discussion:	___Grade	[___Student self-eval.]
B	Synopsis	Yes	No
C	Table of contents	Yes	No
D	Bibliography	Yes	No
E	Working Title	Yes	No
F	"Referat" & Handout	Yes	No

## Abbreviations

diction

choice of words is flawed

colloqu.	Expression is too colloquial for an academic paper
~~~~~ (wobbly line)	needs re-phrasing; not idiomatic; unclear
r.o.s.	Run-on sentence
s.a.	See above
G	Grammatical error
T	Tense error
Z or punc.	Punctuation error
num.	Agreement in number
adj.	Adjective
adv.	Adverb
subj.	Subject
w. o.	Word order
sing.	Singular form is required
pl.	Plural form is required
prep.	Preposition is incorrect or missing
✓	Good point; perceptive observation
trans.	Transition (between paragraphs or sentences) is missing, unclear, or implausible
expl.	Explain
logic	Logic is flawed; conclusion does not follow; implausible claim
rep.	Repetition
ref./source	Here a source or reference would have been required to back up your claim
MLA	Follow the MLA style sheet
bibl.	Bibliographic entry required
caps	Capitalisation
ital.	Italicisation/italics
quot.	Quotation marks
apostrophe / ap.	Use an apostrophe ['] – not an accent [˘ or ˙]
□	A space is needed here
↵	Join up these two words
^ or	Insert here