3) 1ˢᵗ Body Paragraph Assignment   Student Name_____

The student should submit a typed paragraph in MLA format for this assignment. Staple this signed checklist behind the paragraph.

MLA (check each item):
- o Times New Roman Font
- o 12 point, double-spaced
- o no extra spacing between paragraphs or lines
- o 1 inch margins
- o First line indented
- o Header with last name page and number in the upper right (1/2 inch from the top- check the font!)
- o Heading with Student Name, Tutor Name, Class Name, Date (DD Month YYYY)

- ☐ Creative Title is centered on the next line under the heading

- ☐ Thesis is typed correctly and underlined on the next line (left aligned)

- ☐ Topic sentence does not contain a 'be' verb (am, is, are, was, were, be, being, been)

- ☐ Topic sentence addresses the first prong from the thesis statement

- ☐ Topic sentence flows with the thesis statement (it will directly follow it in the essay. Uses a signal word like "First" or "To begin")

- ☐ Uses a clear transition word between assertions

- ☐ All sentences are complete (no fragments or run-on sentences).

- ☐ The paragraph contains **no** contractions (Can't, won't, isn't, it's etc.)

- ☐ **No** first-person or second-person pronouns are used (except in evidence as a personal experience). (I, me, my, us, we, you, your)

☐ Quotes/Details are properly cited using parenthesis at the end of the sentence. Remember, the period comes after the citation, not at the end of the quote! Only exclamation points and question marks can be inside the final quotation mark. In this case, they should still put a period after the citation.

☐ The commentary addresses the quote/evidence by explaining how the evidence proves the point made. Avoid starting with "This shows that" type statements.

☐ The conclusion sentence wraps up the whole paragraph, not just the last point made. It does not exactly copy the topic sentence but draws the paragraph's ideas together to show that the topic has been proven.

☐ The conclusion sentence does not contain a 'be' verb (am, is, are, was, were, be, being, been)

☐ The paragraph as a whole makes sense (logical flow of information intended to persuade)

Parent Signature that all details above have been specifically checked:

_____
              Signature