

## November Editing Self-Evaluation

**Due date:** Print your self-evaluation and bring it to class on **Tuesday, December 7.**

PLEASE NOTE THAT YOU WILL NOT BE ABLE TO TURN THIS IN AFTER THE DUE DATE, AS I WILL BE CALCULATING AND REPORTING YOUR FINAL GRADES RIGHT AWAY, AND I WILL NOT GIVE INCOMPLETES FOR UNFINISHED WORK.

### **Goals for this assignment:**

- For you to focus thoroughly on the proofreading and editing process
- For you to put into practice the concepts we've worked on this term

**Evaluation for this assignment:** In evaluating your work, I will always take into consideration the quality of thought behind the writing, the application of course concepts, the responsiveness to the specific directions for the assignment, the clarity of expression in structure, and the correctness of the prose. For this assignment specifically, I'll be looking at the depth and care with which you've approached the goals noted above, so I'll be considering the care you put into proofreading and the correctness of the finished product. This report is worth 8% of your overall course grade.

### **Steps for completing the editing self-evaluation report:**

- 1.** Decide what assignment to use. This should be either a revised draft or a finished formal paper. It might be for your College Writing class or for any other class. The essay you choose might be one that's already been graded, or one that you've drafted and revised and are yet to turn in.
- 2.** Print a fresh (without instructor's marks), double-spaced hard copy of the draft. Read through the essay. Make notes in the margins about any organizational or clarity problems you notice.
- 3.** Go back to the start of the essay. Going slowly, sentence by sentence, make notes about any minute issues you see in the writing: identify and label any grammatical, spelling, or usage mistakes.
- 4** At the end of the essay, write a clearly written final comment (just like one an instructor would make) to yourself in which you identify at least two positive things about the essay and in which you identify the two or three specific things you think need improvement most urgently. You might want to take into consideration the instructions for the original assignment.