**Expository Editing Check-List—Employee of the Month**

Please go through the check-list and check off each requirement as the “Author”. Your partner (s) will comment in the “Editor” section.



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| **Requirements** | **Author** | **Editor** |
| **Title:**  Your title should be **alliterative**. Does the title attract the reader’s attention? |  |  |
| **Introduction:** Does your introduction contain a hook **(Little Red Riding Hooks)**, 40+ words, and state your thesis in the last sentence? |  |  |
| **Strong Conclusion:** Does your ending wrap up the idea with feeling? Did you write in a way that shows your reader **why** you wrote your essay? |  |  |
| **Clarity:** Read your essay over and ask yourself, “Does this make logical sense to the reader? What have I left out? Do the body paragraphs lack information to support my facts?” Make any corrections necessary. |  |  |
| **Mechanics:** Did you spell check your paper? Circle any words you need to check. Check that each sentence states a complete thought and concludes with an end mark. |  |  |
| **Sentence Structure:** Use **semicolon construction, three prepositional phrases,** **and include at least one awesome appositive.** Additionally, use each of the **six ways to begin a sentence** in constructing sentences that move beyond the subject-verb pattern. Did you include **two** AAAWWUBBIS openers in your writing? Write the phrases here: 1.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Word choice:** Did you spell check your paper? Circle any words you need to check. **Use at least three vocabulary words** and two WOW words in your writing. Highlight these on your rough  draft. |  |  |
| **Paragraphing:** Your paragraphs should be structured using the Rogich format for writing, making sure you have a thesis statement, topic sentences, concrete details, commentary, and concluding sentences in each paragraph. Identify the transitions you used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Dead Verbs:** Did you replace dead, dying, tired, sick and sad verbs with active verbs? **(NO –ING VERBS!)** |  |  |
| **Adjectives/Adverbs:** Do you have descriptive words in your essay? **Circle them!** Use your **Amazing Adjective handout** to help you Substitute four amazing adjectives for adjectives in your paper. |  |  |
| **Total sentences \_\_\_\_\_\_**  **Simple sentences \_\_\_\_\_\_**  **Compound sentences \_\_\_\_\_\_**  **Complex sentences \_\_\_\_\_\_** |  |  |