



Concentrate on the Global Concerns (content, organization, and clarity) first; then move to the Local Concerns (punctuation).

Global Concerns

- ◇ Have you clearly answered the question posed? Many assignments include multiple questions. Be sure to answer all of them.
- ◇ Have you fulfilled all of the assignment requirements (outside sources, page requirement, citation style, etc.)?
- ◇ Have you stated a clear and appropriate thesis?
- ◇ Have you organized the paper around clearly stated main points which relate directly to the thesis? If you're not sure, try making an outline of the paper **as you've written it**, or write the main idea of each paragraph in the margin next to it. Does your structure make sense?
- ◇ Have you backed up each claim with reasonable, sufficient support? (data, research, textual evidence, etc.)
- ◇ Do you have clear transitions between and within paragraphs? Transitions provide the reader with links between ideas (flow). Transitions also relate one sentence to another within paragraphs.
- ◇ Are your sentences clear and concise? Does each sentence contain only one idea?

Local Concerns

- ◇ Sentence-level issues (fragments, run-ons, etc.)
- ◇ Subject/verb agreement
- ◇ Spelling (Watch for homonyms—words that sound the same but mean different things. For example: forth/fourth, weather/whether, there/their)
- ◇ Punctuation
- ◇ Appropriate use of words
- ◇ Appropriate verb tense
- ◇ Appropriate pronoun use
- ◇ For further guidance, refer to the Connors Writing Center's grammar and usage handouts.

This handout was adapted from: *The St. Martin's Handbook* 5th Edition, edited by Andrea A. Lunsford. Bedford/St. Martin's 2003.