Complete the response portions of the following tables.

**Spelling and Grammar**

You should self-correct your own spelling and grammar as much as possible. There are multiple ways to do this, and you are not required to use them all. Mark all of the following tools you used to fix errors in your draft.

|  |  |
| --- | --- |
| **Tool** | **Mark “X” if Used** |
| Spellcheck feature of your word processor |  |
| Have someone proofread your work |  |
| Get feedback from the Writing Center |  |
| Other (specify what you used) |  |
| None (specify why) |  |

**Overview**

|  |  |
| --- | --- |
| **Self-check Question** | **Response** |
| Did I write my draft with my instructor and classmates in mind? |  |
| Did I evaluate and analyze the speech, or did I just summarize it? |  |
| Did I write in 3rd person (he/she/they) and avoid subjective statements like “I think” or “In my opinion?” |  |
| Did I use Turn-it-in to check that I effectively included sources in the paper and avoided plagiarizing? |  |

**Content**

|  |  |
| --- | --- |
| **Self-check Question** | **Response** |
| Did I include a strong thesis that clearly shows this paper will be an analysis of rhetoric (not just a summary of a speech)? |  |
| Does the body of my essay focus on identifying the speaker’s purpose, giving necessary context, identifying rhetoric, and determining whether the speaker was successful or not? |  |
| Do I offer evidence for my analysis of the strength or weakness of the speaker’s arguments? |  |
| Do I include any extra details or events that don’t really fit or seem to just fill up space? |  |

**Format**

|  |  |
| --- | --- |
| **Self-check Question** | **Response** |
| Is my paper in APA format? |  |
| Do I appropriately use in-text citations? |  |
| Do I include a title in bold font, a header with page numbers, proper indenting, and a separate References page in APA format? |  |

**Quick Revision**

Make any changes you think are necessary and submit your draft.

**Reflection**

|  |  |
| --- | --- |
| **Reflection Question** | **Response** |
| What were your most important revisions to this assignment? Describe at least three changes you made. |  |
| In addition to checking for spelling and basic grammar, what other strategies did you use to polish your assignment? |  |
| What have you learned from this writing assignment that you can apply to future writing situations? |  |