

# Checklist for MTH 325 Learning Modules

## STEP 1: CHECK GRAMMAR AND WRITING

- ☐ All spelling has been checked for correctness.
- ☐ All incomplete sentences have been repaired.
- ☐ All subject-verb disagreements have been repaired.
- ☐ All incorrect uses of punctuation have been repaired.
- ☐ All mathematical notation is used correctly.
- ☐ All statements are *semantically correct*.

## STEP 2: CHECK FOR CLARITY AND CORRECTNESS

- ☐ The work has been thoroughly and objectively reviewed to make sure it is **clear, correct, and sensible** and therefore appropriate to the standard audience for MTH 325.

To check this, review the activities we have done in class to gauge Pass versus No Pass work; compare your work with examples from the book; and ask questions of the professor or the Writing Center.

## STEP 3: CHECK FILE FORMATTING AND SUBMISSION PROCESS

- ☐ All solutions are arranged in the same order in which they appeared in the Learning Module.
- ☐ Submission is typewritten, all graphical images are computer-generated, and the entire thing is saved as a PDF.
- ☐ The filename of the submission is an *exact* match to the filename pattern given on the Learning Module form.
- ☐ Your name and your section number (01 or 02) are in the file at the top of the work.
- ☐ The work is attached to an email that is addressed to the right email address: mth325gvsu@gmail.com and *not* to the instructor's email (talbertr@gvsu.edu).
- ☐ The PDF file has actually been attached to the email.