# 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.