

Handout 1

1. Work in a group of three.

2. Copy and paste your Introductory and Concluding paragraphs into the table.

Student A's Name	Students A's Introduction	
	Student A's Conclusion	
Student B's Name	Students B's Introduction	
	Student B's Conclusion	
Student C's Name	Students C's Introduction	
	Student C's Conclusion	

3. Read **two students'** Introductory and Concluding Paragraphs and use the following **checklist** to evaluate them:

Reviewer's Name	Reviewee's Name		
Introduction Structure and Content			
Element 1	+/-		
Credit to the author (the author's name/authors' names and the title of the source text)			
Quality criteria	Yes/No	If no, give recommendations.	
a. Does the paragraph start with a sentence which contains the author's name/authors' names and the article title ?			
b. Is the author's surname provided?			
c. Is the article title put in double quotation marks ?			
Element 2	+/-		
A paraphrase of the author's/authors' main idea			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Has the student provided sufficient detail while describing the main idea?			
b. Has the student described the main idea in a concise manner ?			
c. Has the student used a reporting verb/reporting verbs to introduce the author's main idea?			

Element 3	+/-		
Background information to help readers understand the topic			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Has the student provided sufficient detail while providing <u>background information</u> or <u>expanding on the main idea</u> ?			
b. Has the student provided this information in a concise manner ?			
Element 4	+/-		
A thesis statement that states the student's response to the main ideas of the article			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Does the thesis contain two responses ?			
b. Is the thesis phrased in one or two sentences ?			
c. Does the thesis state both responses and the article point/feature to be discussed?			
Conclusion Structure and Content			
Element 1	+/-		
The restatement of the author's/authors' main idea			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.

a. Does the paragraph start with an appropriate transition ?			
b. Has the student used synonyms and a different sentence structure to <u>paraphrase</u> the author's/authors' main idea (compare it with the main idea provided in the Introduction)?			
c. Has the student used a reporting verb to refer to the author's/authors' main idea?			
Element 2	+/-		
The restatement of the student's thesis			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Has the student used an appropriate transition to introduce the restatement of their thesis (if necessary)?			
b. Has the student used synonyms and a different sentence structure to <u>paraphrase</u> their thesis (compare it with the thesis in the Introduction)?			
Element 3	+/-		
A prediction and/or a call to action			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Does the final sentence logically conclude the essay?			
Academic Writing Style			

Quality criteria	Yes/No	Explain your evaluation and give examples from the paragraph if necessary.	
a. Has the student used full verb forms rather than <i>contracted</i> forms?			
b. Has the student used gender-neutral language?			
c. Has the student used one-word verbs rather than <i>phrasal verbs</i> ?			
d. Has the student used academic vocabulary rather than <i>colloquial words</i> ?			
e. Has the student followed all basic academic writing style rules ?			
Vocabulary and Grammar Range and Accuracy			
Quality criteria	Yes/No	Quality 1-5	Explain your evaluation and give examples from the paragraph if necessary.
a. Has the student used a range of relevant and precise vocabulary ?			
b. Has the student used a range of complex grammar structures ?			
c. Are the student's sentences error free ?			
Major Strengths and Weaknesses			
	Strength/weakness	Explain your evaluation.	
a. What are the major strengths of the Introduction and Conclusion?			
b. What should the student improve in order to make the Introduction and Conclusion more effective?			