

# Government Department Checklist for Grading Written Work

Student Name \_\_\_\_\_

Course/Semester \_\_\_\_\_

Grading Standards	Criteria	Uniform Code of Notation for Grammatical Errors	
<p>A – Distinguished</p> <p>B – Superior Work</p> <p>C – Satisfactory</p> <p>D – Passing but not satisfactory</p> <p>F – Failure</p> <p><b>Paper Structure</b></p> <ol style="list-style-type: none"> <li>1. Introductory Paragraph</li> <li>2. Body of the Paper</li> <li>3. Conclusions</li> <li>4. Standards and Expectations for Grammar and Composition (see Uniform Code of Notation)</li> <li>5. Formatting</li> <li>6. Citations and Bibliography</li> </ol>	<ol style="list-style-type: none"> <li>1. Formatting</li> <li>2. Completeness in addressing the assignment</li> <li>3. Accuracy of Information</li> <li>4. Relevance of Supporting Arguments</li> <li>5. Coherence and internal consistency</li> <li>6. Extent to which an argument or thesis is supported with appropriate evidence, examples, and detail.</li> <li>7. Appropriateness of statistical analysis (if applicable).</li> <li>8. Depth, Sophistication, and Intellectual Rigor</li> <li>9. Originality of Insight</li> </ol>	<p>Note: Chapter (Ch) and Section (Sec) are noted for the 17<sup>th</sup> edition of the Hodges Harbrace Handbook</p>	
		<ol style="list-style-type: none"> <li>1. Sentence Fragments (Ch 2)</li> <li>2. Comma Splices and Run-On Sentences (Ch 3)</li> <li>3. Subject-Verb Agreement Errors (Ch 6, Sec a)</li> <li>4. Pronoun-Antecedent Disagreement (Ch 6, Sec b)</li> <li>5. Ambiguous Pronoun Reference (Ch 28, Sec a)</li> <li>6. Parallel Constructions (Ch 26)</li> <li>7. Incorrect Pronoun Case (Ch 5, Sec b)</li> <li>8. Overuse of Passive Voice (Ch 7, Sec c and Ch 29, Sec e)</li> <li>9. Misplaced, Dangling, and Unattached Modifiers (Ch 25)</li> <li>10. Misplacement of Modifier “Only” (Ch25, Sec a(1))</li> <li>11. Mixed Metaphors (Ch23, Sec b)</li> <li>12. Subjective Verbs</li> <li>13. Inconsistency of VerbTense/Sequence of Verb Tense (Ch 7, Sec b)</li> <li>14. Incorrect Use of Common Abbreviations (i.e., pp 749, <i>and</i> etc., p. 748)</li> </ol>	<ol style="list-style-type: none"> <li>15. Ungrammatical Incorporation of Quotations (Ch 16)</li> <li>16. Anachronisms</li> <li>17. Jargon/Slang (Ch 19, Sec c)</li> <li>18. Unidiomatic Expressions (Ch 20, Sec c)</li> <li>19. Unnecessary Words (Ch 21)</li> <li>20. Hyphen v. Dash (Ch 18, Sec f and Ch 17, Sec e)</li> <li>21. Incorrect Word Choice (Ch 19, Sec c)</li> <li>22. Incorrect Possessive Case Formation (Ch 15, Sec a)</li> <li>23. Apostrophe Errors (Ch 15, sec a)</li> <li>24. Quotation Mark Errors (Ch 16)</li> <li>25. Misuse of/Failure of Capitalization (Ch 9)</li> <li>26. Lack of Reference or Footnote Marks</li> <li>27–29. Paper Structure (Ch 33 – 35)</li> <li>30–51. Incorrect Usage (pp. 739-757)</li> <li>52–56. Common Spelling Mistakes (Ch 18, Sec c and pp. 739-757)</li> <li>57–68. Use of Irritating Terms and Phrases</li> </ol>