

NAME: \_\_\_\_\_

total: \_\_\_\_\_ out of: \_\_\_\_\_

### CHECKLIST FOR YOUR WRITING PROJECT

#### DIRECTIONS:

Please attach this page with a paper-clip to your writing assignment when you turn it in. This list will be used by your instructor to grade your assignment, and will be returned to you with comments. Keep a copy of your paper for your own reference.

Please feel free to use this checklist as a guide for yourself while writing this assignment.

DOES THIS PAPER:	
1. clearly (re)state the problem to be solved?	_____
2. state the answer in a complete sentence which stands on its own?	_____
3. clearly state the assumptions that underlie the formulas?	_____
4. provide a paragraph which explains how the problem will be approached?	_____
5. clearly label diagrams, tables, graphs, or other other visual representations of the math (if these are indeed used)?	_____
6. define all variables used?	_____
7. explain how each formula is derived, or where it can be found?	_____
8. give acknowledgement where it is due?	_____
IN THIS PAPER,	
9. are the spelling, grammar, and punctuation correct?	_____
10. is the mathematics correct?	_____
11. did the writer solve the question that was originally asked?	_____
DID THE AUTHOR	
12. comply with all deadlines?	_____

COMMENTS: