

# Government Department Checklist for Grading Written Work

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

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

[2012 - 2013]

Grading Standards	Uniform Code of Notation for Grammatical Errors	
A – Distinguished	Note: Chapter (Ch) and Section (Sec) are noted for the 17 <sup>th</sup> edition of the Hodges Harbrace Handbook	
B – Superior Work		
C – Satisfactory	1. Sentence Fragments (Ch 2)	16. Incorrect Use of Common Abbreviations (i.e., pp 749, <i>and</i> etc., p. 748)
D – Passing but not satisfactory	2. Comma and Semicolon Errors (Ch 12-14)	17. Ungrammatical Incorporation of Quotations (Ch 16)
F – Failure	a.) Comma Errors b.) Semicolon Errors	18. Anachronisms
<b>Paper Structure</b>	3. Comma Splices and Run-On Sentences (Ch 3)	19. Jargon/Slang (Ch 19, Sec c)
I. Introductory Paragraph	4. Subject-Verb Agreement Errors (Ch 6, Sec a)	20. Unidiomatic Expressions (Ch 20, Sec c)
II. Body of the Paper	5. Pronoun-Antecedent Disagreement (Ch 6, Sec b)	21. Unnecessary Words and Pleonasm (Ch 21)
III. Conclusions	6. Ambiguous Pronoun Reference (Ch 28, Sec a)	22. Hyphen v. Dash (Ch 18, Sec f and Ch 17, Sec e)
IV. Standards and Expectations for Grammar and Composition (see Uniform Code of Notation)	7. Incorrect Use and Misuse of Prepositions (pp 32-34)	23. Incorrect Word Choice (Ch 19, Sec c)
V. Formatting	a.) Incorrect Use of Prepositions b.) Misuse of Prepositions	24. Incorrect Possessive Case Formation (Ch 15, Sec a)
VI. Citations and Bibliography	8. Parallel Constructions (Ch 26)	25. Apostrophe Errors (Ch 15, sec a)
<b>Criteria</b>	9. Incorrect Pronoun Case (Ch 5, Sec b)	26. Quotation Mark Errors (Ch 16)
VII. Assignment completed according to schedule	10. Overuse of Passive Voice (Ch 7, Sec c and Ch 29, Sec e)	27. Misuse of/Failure of Capitalization (Ch 9)
VIII. Accuracy of information	11. Misplaced, Dangling, and Unattached Modifiers (Ch 25)	28. Lack of Reference or Footnote Marks
IX. Relevance and use of evidence to support arguments	12. Misplacement of Modifier “Only” (Ch 25, Sec a(1))	29–31. Paper Structure (Ch 33 – 35)
X. Coherence and internal consistency	13. Mixed Metaphors (Ch 23, Sec b)	32–53. Incorrect Usage (pp. 739-757)
XI. Extent to which an argument or thesis is supported with appropriate evidence, examples, and detail	14. Subjective Verbs	54–58. Common Spelling Mistakes (Ch 18, Sec c and pp. 739-757)
XII. Appropriateness of statistical analysis (if applicable)	15. Inconsistency of Verb Tense/Sequence of Verb Tense (Ch 7, Sec b)	59–70. Use of Irritating Terms and Phrases
XIII. Depth, sophistication, and intellectual rigor		
XIV. Originality of insight		
XV. Organization		
XVI. Completeness in addressing the assignment		