



**STUDYDADDY**

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## **OUT-OF-CLASS ESSAY FORMAT**

NOTE: Refer to this sheet when completing **EACH** final draft (Argument Essay **AND** Research Essay); **you may be penalized up to 5% for formatting errors.**

- Essays must be **TYPED** on 8 1/2" by 11" paper
- Essays must **DOUBLE-SPACED**
- Essays may be **DOUBLE-SIDED**
- Leave 1" to 1 1/2" margins on all sides of the page
- Include **PAGE NUMBERS**, preferably in the upper-right corner
- **DO NOT** number your Title Page (page 1 is the first page of your essay)
- Use **STANDARD OR BLOCK** formatting; **DO NOT** use both
- **DO NOT** put a title on the first page of your text (title belongs on the **TITLE PAGE**)
- Staple essay on the top left corner
- **DO NOT** submit work in covers, folders, binders, duotangs etc.
- If you use source material, **use MLA documentation ONLY** (no footnotes)
- Essays need a **TITLE PAGE** (no page number) that lists the following information:
  - **TITLE of the essay (and subtitle if you have one)**
  - **COURSE NAME, NUMBER, & SECTION NUMBER**
  - **NAME of INSTRUCTOR**
  - **YOUR FULL NAME**
  - **DATE**

Title: Subtitle  
by  
YOUR NAME

English 150  
Section 046  
J. North  
Sept. 17, 2011

**This is known as  
STANDARD paragraph  
format. The start of the  
paragraphs are indented  
5 space (or 1 tab).**

**Note that there is  
no extra spacing between  
paragraphs.**

**This is a BLOCK style  
of paragraphing. Note  
that there is no indent  
at the start of the  
paragraph.**

**In between each of  
the paragraphs, there  
is an empty line. Just  
hit the return key again.**

## BREAKDOWN OF LETTER GRADES

A+ = 90-100%	B- = 70-72%
A = 89-85%	C+ = 65-69%
A- = 80-84%	C = 60-64%
B+ = 77-79%	D = 50-59%
B = 73-76%	F = below 50%

Grades for most assignments will be given in percentages. These percentages will be weighted appropriately, tallied, and finally translated into a letter grade at the end of the course. Only a letter grade will appear on your transcript.

## CRITERIA FOR ESSAY EVALUATION

### **90 - 100% (A+)**      **Outstanding Level of Achievement**

- exceptional, original insight into material
- detailed, significant discussion
- impeccable organization
- very few (if any) grammatical or punctuation errors
- engaging style and expression

*(A paper worth re-reading; quality expected at the next level)*

### **80-89% (A, A-)**      **High Level of Achievement**

- good insight into the material, quite original
- full, detailed discussion
- complete and effective organization
- very few grammatical/punctuation errors
- clear overall expression

*(A paper worth consulting)*

### **73-79% (B+, B)**      **Good Level of Achievement**

- accurate content but little originality
- ideas are reasonably supported but not very detailed development
- coherent but mechanical organization, a few organizational elements ineffective
- some grammatical/punctuation errors, but rather unobtrusive
- expression rarely confusing

*(A paper worth doing for this course)*

**65-72% (B-,C+)**

**Satisfactory Level of Achievement**

- sound content, reasonably but predictably supported
- ideas occasionally lack satisfying detail/development
- complete organization but some organizational elements ineffective, awkward, or forced
- a number of grammatical/punctuation errors
- uneven expression but rarely confusing

*(An average paper for this level)*

**60-64% (C)**

**Sufficient Level of Achievement** to proceed to the next level of study

AND/OR

- acceptable but commonplace content
- ideas frequently lack satisfying detail/development
- basics of organization present, but also a number of mistakes
- a number of grammatical/punctuation errors
- adequate but sometimes confusing expression

*(A readable paper)*

**50-59% (D)**

**Minimum Level of Achievement** for which credit is granted; A 'D' will earn course credit but cannot be used as an English prerequisite.

AND/OR

- limited or misleading content
- inadequate or inappropriate support
- incomplete or confusing organization
- frequent errors in grammar and/or expression, which confuse sense so much that readers must clarify sense as they read in order to follow ideas.

*(A paper worth rewriting)*

**0-49% (F)**

**Minimum Level Not Achieved**

AND/OR

- exhibits very little effort or care
- inadequate or inaccurate content
- incoherent organization
- so many errors in expression that readers find it almost impossible to understand

*(A paper worth discarding)*

## **Plagiarism:**

Plagiarism is the conscious theft and/or use of another person's ideas and/or words. When you do not clearly identify the source of your information, you are implying that those thoughts and phrases are your own. This is a very serious offense and, at the very least, it will result in a mark of zero for the assignment. We will be reviewing proper documentation procedure, but please see me about any specific concerns until then.

**NOTE: Please keep all rough drafts and returned papers until the end of the term.**



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