

Name: _____

Reading**I have...**

- read my sources carefully;
- used appropriate sources effectively;
- taken notes on key points.

Planning**I have...**

- determined my opinion on the topic and considered my reasons for thinking this way;
- planned my response with rough notes.

Writing**I have...**

- written a series of paragraphs in complete sentences;
- written an introductory paragraph that clearly presents my opinion; my opinion is my main idea;
- written at least three body paragraphs, including sufficient and relevant supporting details (proof, facts, examples, etc.) that explain and give reasons for my opinion;
- written a concluding paragraph that summarizes my opinion;
- shown an understanding of concepts;
- conveyed an effective tone through word choice and level of language;
- used connecting words and linking sentences;
- organized my ideas clearly so my reader can follow and understand my opinion.

Revising and Editing**I have...**

- used the stages of the writing process to revise my work;
- created opinion paragraphs that will appeal to my audience;
- created opinion paragraphs that meet my purpose;
- checked my grammar, spelling, and punctuation;
- had a peer edit my work.

Producing**I have...**

- neatly and clearly written or typed my final copy;
- chosen an appropriate title.