

# Article of the Week Checklist

- ✓ Do I have all pages of the article?
- ✓ Is the article fastened (stapled, taped, glued) into my notebook on the left page?
- ✓ Am I using a new notebook that only contains my article of the week?
- ✓ Do I use blue/black pen to define all the words on the article?
- ✓ Do I look up any other words beyond what is **bold-faced**?
- ✓ Do I annotate the article by writing what the author is saying (in the left margin) and doing (in the right margin)?
- ✓ Are my annotations in blue/black ink?
- ✓ Do I write at least a one-page response on the right page?
- ✓ Is my writing in blue/black ink? (If not, is it typed and of substantial length?)
- ✓ Do I try to analyze and comment on the article rather than summarizing it?
- ✓ If I quote anything from the article, is the quoting brief (just a few words) and do I put those words in quotation marks?