

## **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 with no edges sticking beyond notebook?
- Am I using a new notebook that only contains my articles of the week?
- Do I use blue/black pen to define all the words on the article?
- Do I look up any other words, esp. on page 2?
- Do I annotate the article according to the directions at the top of the article?
- Are my annotations in blue/black ink?
- Do I write at least 300 words in my response on the right-hand page?
- Do I write the correct word count at the end of the writing?
- 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), necessary, and in quotation marks?