

Article of the Week Checklist

- Do I have all pages of the article?
- Is the article fastened (stapled, taped, glued – **not paper-clipped**) 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 a pen to define all the words on the article? Is this easy to read?
- Do I look up any other words beyond **bolded** terms?
- Do I annotate the article according to the directions at the top of the article?
- Are my annotations in ink; and are they legible and readable?
- 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, printed, and attached to the right-hand side of the page with no edges sticking beyond the notebook?
- Do I 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?