I. Format:

1. Complete INFORMATION on left top of page (name, class, title/date of assignment) (-Info)
2. If direct QUOTES from a text are necessary, use quotation marks and write page number/line in parenthesis (-Quote)

II. Responses to questions:

3. Answer ALL assigned questions COMPLETELY (-Compl)
4. CLEAR responses (-Clear)

III. Structures

5. Correct AGREEMENT (-Agr)
6. Correct SPELLING (-Sp)