

## Short Response Checklist

1. **(A)** - Did you CLEARLY and COMPLETELY answer the question?
  - a. Make sure you didn't start off using a pronoun. You need to identify who or what you're writing about; then you can refer to he/she/it using a pronoun.
2. Did you include at least **TWO** quotes?
  - a. Did you use quotation marks at the beginning and the end?
  - b. Did you copy the quote ACCURATELY?
3. **(C)** Did you cite those quotes correctly?
  - a. Do you have the author's last name and line number in parentheses?
  - b. Does the sentence's punctuation come AFTER the parentheses?
4. **(E)** - Did you explain/elaborate on all your quotes?
  - a. How do those quotes support or back-up your answer?
  - b. Are these quotes what connect your answer to HOW you came up with your answer?
5. Did you look over your work to make sure it's the best writing you're capable of?
  - a. Capitals and end punctuation
  - b. Grammatically complete sentences
  - c. Spelling
  - d. Good vocabulary choices
  - e. Not repetitive (individual words or the beginnings of sentences)