

Midterm Paper Workshop

Please fill out the following form for your partner and write on his or her draft.

Basic Requirements

1. Does it follow the format required by the instructor? yes no
 - Is it appropriately in letter or memo format? yes no
2. Is it addressed to the appropriate audience? yes no
 - Does it discuss why the reader is appropriate? yes no
3. Does the writer open by describing a problem? yes no
 - Is the problem adequately *documented*? yes no
 - Does the writer *quantify* the problem in some way? yes no
4. Does the body of the letter:
 - Argue in a way that would appeal to the *audience*? yes no
 - Refer to specific *evidence*? yes no
 - Offer specific *examples* or details from sources? yes no
 - *Describe* a specific paradigm? yes no
 - Offer a *researched rationale* for the plan? yes no
5. Does the writer describe the plan? yes no
 - Does it *follow logically* from the research? yes no
6. Does the writer invite the reader to his/her presentation? yes no
7. Is the *Works Cited* prepared according to MLA style? yes no

The Content

1. Briefly state, in your own words, what the writer is arguing and hoping to accomplish:
2. Why should the reader be interested in this proposal, *in your own words*? What more might interest this specific reader?
3. What proof does the writer offer to support his or her argument? What evidence is strongest? Weakest? Why?
4. What further research should the writer consider?