**Business Project Evaluation Checklist**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use this checklist for your **self‐evaluation.**

Check the following elements for successful completion:

\_\_1. I have fulfilled the requirements of my essay topic.

\_\_2. I have provided a clear thesis in the introductory paragraph or section of my paper and have stayed focused on that thesis throughout my paper.

\_\_3. I have developed my thesis with analysis, original thought, and examples.

\_\_4. I have provided the full name of the authors and [complete](http://www.westga.edu/%7Escarter/Essay_self_evaluation_checklist.htm) titles of works I'm discussing.

\_\_5. I have used logical paragraph organization, with each paragraph unified by a topic idea.

\_\_6. I have followed MLA requirements for parenthetical, in‐text documentation.

\_\_7. I have ended my essay with a conclusion that is not too repetitive and that gives satisfactory closure.

\_\_8. I have included a works‐cited page in MLA Format.

\_\_9. I have read my essay aloud to make sure that my points are clear and that my sentences flow smoothly.

\_\_10. I have double checked my grammar, punctuation, and spelling, and my paper demonstrates mastery of the basics (so that it has no major errors that would interfere with [effective communication](http://www.westga.edu/%7Escarter/Essay_self_evaluation_checklist.htm)).

\_\_11. I have formulated an interesting, sophisticated thesis for my essay.

\_\_12. I have supported my claims with appropriate, intelligent, well‐analyzed examples.

\_\_13. I have achieved logical organization throughout with thoughtful, specific topic sentences and paragraph conclusions.

\_\_14. I have used transitional devices in a balanced and effective manner.

\_\_15. I have selected relevant and insightful research references.

\_\_16. I have supported all my points with appropriate, fully‐analyzed examples and compelling, insightful arguments.

\_\_17. I have used only carefully‐selected references that fully support my thesis, blend smoothly into the text of my paper, and highlight my ideas in an interesting and appropriate way.

\_\_18. I have used varied sentence structure and college‐level vocabulary.

\_\_19. I have maintained a distinctive voice—with an attempt to express myself in an original style; my essay maintains a consistent point of view with no illogical shifts.

\_\_20. I have submitted an almost error‐free paper by attending to these stages of revision:

* one read‐through for consistent, present tense verbs throughout.
* a second reading to check for commas only.
* a third reading (aloud) to check for all other errors in grammar and clarity.

**One thing I did well:**

**One thing I need to improve:**