1. What process does this paragraph describe?

______________________________

2. Write the topic sentence here. ________________________________

______________________________

3. How many steps does this process have? ___

4. Do you believe that the steps are in the correct order? yes no (Circle one.)

If you answered "no," what can the writer do to put the steps in the correct order?

______________________________

______________________________

5. What time or transition words or phrases does the writer use? Are they used correctly? (Review p. 116 if you need help with these words.) ________________________________

______________________________

6. Is there a comma after all the introductory time words or phrases? yes no

If not, mark the errors on the paper.

7. Does the writer include any technical terms? Do you understand what they mean, or do they need more explanation? ________________________________

______________________________
8. Check for these errors. Circle any you find on the paper. Write the letters in parentheses above the circled word(s).

   sentence fragments (SF)  subject-verb agreement (S-V)
   comma splices (CS)       possessive pronoun reference (PR)
   capitalization (C)       end punctuation (EP)
   articles (A)             adjective clauses (AJ)

9. What suggestions do you have for improving this paragraph?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
