YOUR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Your email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
ESSAY # \_\_\_\_\_\_
Hour/Day  Your English Class Meets \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Essay Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REWRITE INSTRUCTIONS AND COVER SHEET

REWRITES POLICY:
Rewrites can be turned in any time until the last official class meeting, but keep me posted on how it's going, please.
For a detailed checklist of required revisions, see my comments I made on your original essay as a guide.
The new grade will replace the old grade.
Rewrites must be submitted on paper – no email attachments or faxes allowed.
Warning:  Not all rewrites receive extra credit automatically.
For example, many rewrites receive zero extra credit points simply because they contain too many new errors in grammar and spelling – so proofread carefully.
Other rewrites may only receive a few points because the changes they present are relatively minor.
Make sure your rewrite conforms to the following checklist or it will automatically be returned ungraded.

REWRITES CHECKLIST:  Yes, I hereby certify that I’ve read your picky instructions and that my rewrite packet contains the following documents, in this order:

\_\_\_\_\_1.            A copy of this completed checklist as a cover page.
\_\_\_\_\_2.           A new, full-page (min 350 words), formal paragraph-style self-evaluation using the checklist on the bottom of this sheet as a guide.
\_\_\_\_\_3.           My rewritten essay, with every single change clearly marked in highlighter.
\_\_\_\_\_4.           Handwritten margin notes next to each highlighted change explaining what has been changed and why I changed it.
\_\_\_\_\_5.           The original essay, including your original comments and my original grade

Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
ORIGINAL GRADE = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
REWRITE GRADE = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REWRITE SELF-EVALUATION CHECKLIST

\_\_\_\_\_1.            Did you write at least one full-page (min 350 words)?

\_\_\_\_\_2.           Did you explain all the different types of changes you made and why you made them?  For example, “I completely revised the introduction so it doesn’t seem to contradict my thesis”; or “I revised my verbs so that the subject and verb agreement errors have been completely eliminated.”

\_\_\_\_\_\_3.         Did you explain exactly how you feel the essay has improved?  Does your rewrite really show enough effort and improvement to deserve extra points?   For example, “I feel my new introduction is not only more logical, but also more creative.  It does a better job of catching the reader’s attention, and helps make my whole essay more convincing.”  Or “the improvements I have made in grammar means that a reader can now focus on my ideas instead of on my mistakes.”

\_\_\_\_\_\_4.         Did you explain how you can apply these lessons to future essays you will write, not only in this class but all through your college career?  For example:  “I now see how much difference a great introduction can make in terms of organizing and understanding my own ideas.  In future, I’ll spend extra time coming up with a truly creative introduction because I realize how much time it will save me later on.”  Or “In future, I will be careful to add an extra, separate step to my proofreading process, circling all the verbs and double-checking that I formed the subject-verb agreement correctly.”

\_\_\_\_\_\_5.         Did you mention how long you spent (in minutes/hours) working on this rewrite, and any extra help or advice you received from tutors in the writing center or elsewhere?