

Unit: Research Paper

# STEP 6: Proofread & Edit

Name: \_\_\_\_\_

You are into the final step of your research paper! Congratulations! The first FIVE steps were difficult. This last step requires you to take a break from your rough draft. Once you complete your rough draft, you should probably wait for a day before you begin re-reading your paper. Step 6 is not as much hard work as it is a shift in perspective. Up until now, your mind has been going in one direction on a particular topic. You now need to become objective – you need to be critical of what you have created and pretend that you are reading your research paper for the first time:

- ✓ Will other people find your paper easy to read?
- ✓ Should some ideas be connected in a better way?
- ✓ Are there things that should be cut?
- ✓ Is there anything missing that should be added?
- ✓ Does it all make sense (coherence)?

After you have had a re-read of your paper, fix all your mistakes to create a **second draft**. Then, get someone from your class to act as,

EDITOR \_\_\_\_\_  
[student editor's name]

You must give this editor your second draft. Editors have to turn this page over and complete the assessment questions after they read your research paper.

Editors should, with a red pen, use proofreader's marks (see page 373 of the *Language Arts Survival Guide*) to make further suggestions. Finally, take into account your editor's suggestions to create a **third draft**. It is this draft that you will give to Mr. Davis.

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You now know how to write a research paper! You will use this basic process all through the remainder of your secondary education (and post-secondary for those who keep going)!

# ASSESSMENT QUESTIONS

Whose paper is being evaluated?	Who is the editor?
What is the title of the research paper?	How many pages is the research paper? ____ (Count ALL pages including cover & bibliography. The number should be 5 to 7)
Does the research paper have a cover page? Yes No	Does the research paper have a bibliography? Yes No

Mr. Davis will review the writing rubric with you. Use this 5-point scale to rate the following sections of the research paper:

1. What mark would you give the **introduction**? \_\_\_\_ /5

2. Why did you give it this mark? (If below 5, what could they do to get 5?)

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3. What mark would you give to the **body**, with all its paragraphs, evidence and use of references? \_\_\_\_ /5

4. Why did you give it this mark? (If below 5, what could they do to get 5?)

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5. What mark would you give to the **conclusion**? \_\_\_\_ /5

6. Why did you give it this mark? (If below 5, what could they do to get 5?)

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