

Portfolio Tutoring Checklist

DISCLAIMER: Please note that this is only a tutor's response to your paper. This is not an evaluation of your paper and cannot be used to predict your grade or whether you will pass the portfolio review.

= “needs more work”

Essay Structure

- At least 4 paragraphs (introduction, at least 2 body paragraphs, and a conclusion)
- Introductions with a minimum of 3 sentences
- Strong relevant thesis that is clear and logical
- Topic sentences used in body paragraphs reflect the controlling idea/thesis
- Conclusion of 3 or more sentences

Essay Development

- Sufficient length of essays to show college readiness (at least 400-450 words—grammar errors are only penalized up to 400 words)
- Clear audience and purpose
- Adequate logical, specific, and accurate supporting details that show depth of thought
- Well organized and unified details
- Effective use of transitions within and between paragraphs
- Academic vocabulary with little repetition
- Correct use of signal phrases, direct quotes, paraphrased language, and summaries when including the words or ideas of others

Grammar, Mechanics, and Usage (*Tutor—please circle types of errors*)

- Few major errors (any that interfere with understanding)
CS, FRAG, INCO, RO, SS, S/V AGR, VF, VT
- Few minor errors: **ART, MINOR PUNCT, MODIFIERS, WC, WF, WO, WW,**
PAR, PREP, PRO AGR, PRO CASE, PRO REF, SP
- Few simple sentences (a variety of structures and sentence combining techniques)

Title of Essay: _____

Error Symbol Glossary

Category	Symbol	Meaning
Separation of ideas	Does the writer separate phrases and clauses with appropriate punctuation?	
	CS	Comma Splice
	Frag	Sentence Fragment
	RO	Run-on Sentence
	SS	Sentence Structure
Word Knowledge	Does the writer know about the <i>tools</i> of English?	
	Modifiers	Modifiers
	Parallelism	Parallelism
	PREP	Preposition
	Pron. Agr.	Pronoun agreement
	Pron. Case	Pronoun case
	Pron Ref.	Pronoun Reference
	SP	Spelling
	VF	Wrong Verb Form
	WC	Word Choice (WW)
	WF	Wrong word form
	WO	Wrong word order
	WW	Wrong word choice
	Tense	Does the writer keep the reader oriented in time?
VT		Wrong Verb Tense
Count	Is the writer clear about the count of each noun?	
	ART	Article use
	Noun markers	Articles, plural, quantifiers
	PLUR	Plural markers on nouns
	S/V AGR	Subject-Verb Agreement
Not Classified	Errors in this area may be actually due to combined problems in several of the above categories	
	INCO	Incoherence
	MINOR PUNC	
	PAR	Paragraph Indent