Student 6-Point Informational Writing Guide for CONVENTIONS

6

* Even a picky editor will have trouble finding an error.
* I read this silently *and* aloud—the conventions bring out meaning and voice.
* I cited all sources correctly and used the right format.
* *Optional:* My layout will catch your eye.
* This is ready to publish.

5

* I have some tiny errors—you might not even notice!
* I read this carefully. My conventions help show a reader how to read my text.
* All sources are cited correctly.
* *Optional*: The layout guides your eye to main points.
* This is ready to publish with only light touchups.

4

* You might spot some errors, but the meaning is clear.
* I proofed this text, but I need to look again.
* My citations need a few small corrections.
* *Optional:* The layout is fine for this piece.
* Some light editing should do the trick.

3

* You will notice errors—and they might slow you down.
* I did not proof carefully—I missed too many things.
* I need to re-check my citations carefully.
* *Optional:* I have some problems with layout (such as tiny print).
* This needs thorough, careful editing.

2

* Errors jump out at you. They get in the way.
* This does not look edited. I left all the work to the reader.
* Some citations are missing, or they’re not done right.
* *Optional:* I have serious problems with layout (such as no margins, or unreadable fonts).
* I need to edit this line by line.

1

* Errors make my copy hard to read.
* Even patient readers might give up.
* I forgot about citing sources.
* *Optional:* Layout? I didn’t worry about it.
* I need to read this aloud word by word, pen in hand.