

# CHECKLIST: WRITING PROJECT

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NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
\_\_\_\_\_ OUT OF \_\_\_\_\_

## Directions:

- Use this checklist as a guide while writing your paper.
- Please attach this page with a **paper clip** to your project.

## Does this paper:

- (10 pts) 1. Immediately (re)state the problem to be solved, with background and context? Follow the statement of the problem with your plan of attack? Immediately follow the plan of attack with a brief statement of the solution, in simple everyday terms?
- (15 pts) 2. Clearly, precisely and convincingly explain how the solution was found, to the intended audience?
- (10 pts) 3. Clearly state the ideas and assumptions behind the methods you used, their connection to the problem, and why you approached it this way?
- (40 pts) 4. Solve the question(s) that was(were) originally asked? Consider all applicable situations? Contain correct mathematics? Provide a solution which makes sense in the real world?
- (5 pts) 5. Connect the mathematics and the prose in a natural way that flows well?
- (4 pts) 6. Use language the audience can understand; avoid terminology, notation and variables, and explain them when they are unavoidable?
- (4 pts) 7. Include all relevant data (including any given to you)?
- (4 pts) 8. Include visual representations of the math (calculations, graphs, diagrams, charts, etc) where appropriate, and clearly introduce, label, explain, and refer to them?
- (4 pts) 9. give references and/or acknowledgement, when appropriate?
- (4 pts) 10. appear legible, neat, and thoroughly proofread??