

Name: _____ Date: _____

Source Text: _____



Institute for
Excellence in
Writing
Listen. Speak. Read. Write. Think!

STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence

STYLE

Dress-Ups (underline)

11

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MECHANICS (-1 per error)

- capitalization
- spelling, grammar, and punctuation
- complete sentences (Does it make sense?)