

EXPLICATION OF A POEM

[Please do NOT write ANYTHING on this checklist!]

Essay exam 2

MANUSCRIPT FORM

T

- 1. Is the entire paper double-spaced, left-justified (NOT right-justified), and printed in Times New Roman 12? _____
- 2. Does the paper observe one-inch margins at the top, bottom, left, and right? _____
- 3. Do you omit the heading from the upper left of the first page and avoid putting your name anywhere on the essay or scansion page? _____
- 4. Does your last name followed by one space and the page number appear in the upper right of each page? _____
- 5. Is the title of your paper a fragment rather than a complete sentence, and is it correctly capitalized, punctuated, and centered? _____

CONTENT

- 6. Is the essay an explication of the assigned poem? _____
- 7. Does the essay
 - a. clearly explain the meaning of each line and of important words in the poem? _____
 - b. identify the poem's figures of speech and explain how they relate to your thesis? _____
 - c. identify the poem's sound devices and explain their relationship to meaning? _____
 - d. clearly explain the relationship between the poem's structure (created by rhyme scheme) and meaning? _____
 - e. make sense by itself, so that the reader does not have to refer to the poem? _____
- 8. Is the essay based on your own insights rather than on outside sources, textbook commentary, class discussion, or your classmates' ideas or essays? _____
- 9. Does the essay focus on information found inside rather than outside the poem and supported by the poem as a whole? _____
- 10. Does the essay cover a broad spectrum of the elements of poetry used in the poem? _____
- 11. Does the essay demonstrate clear understanding of poetic terminology? _____
- 12. Is your explanation of the poem clear, logical, and convincing? _____

ORGANIZATION AND DEVELOPMENT

- 13. Does the title of your paper identify the title of the poem and reflect the thesis? _____
- 14. Does the thesis
 - a. appear as the only or last sentence in a separate opening paragraph? _____
 - b. identify the author and title of the poem? _____
 - c. clearly and concisely state the one insight (central purpose, central idea [theme], or unifying emotion, etc.) about the poem that the body will support? _____
 - d. [optional] list in parallel structure and in the same order as in the body the main points you will cover in the body paragraphs? _____
- 15. Do the body paragraphs avoid illogical overlapping? _____
- 16. Are the body paragraphs arranged in an effective order (usually either [a] stanzas or sections in chronological order or [b] poetic elements in order of importance)? _____
- 17. Does each body paragraph begin with a topic sentence that covers the entire paragraph (usually identifying the section of the poem or the element to be discussed) and that clearly relates to the thesis (restating your central insight about the poem)? _____
- 18. Does each body paragraph begin with a transition that flows smoothly from the previous paragraph? _____
- 19. Is each body paragraph fully developed,
 - a. usually containing at least 5-7 sentences after the topic sentence? _____

- b. quoting the specific words, phrases, and lines being discussed (so the reader does not have to refer to the poem)? _____
 - c. containing enough SPECIFIC references to the poem to support its topic sentence? _____
 - d. making clear how your discussion and your references to the poem relate to the thesis? _____
20. Do you restate the thesis (in different words) in a separate concluding paragraph? _____
21. In your thesis, topic sentences, body paragraphs (especially ends of paragraphs), and restatement of thesis, do you refer to one central insight about the poem identified in the thesis? _____
22. Is the paper at least two (2) full pages in length, not including the scansion page (see #23 below), and no longer than three (3) pages? _____
23. Have you attached a page showing the correct scansion (accented and unaccented syllables) and identifying the basic meter, metrical variations, and rhyme scheme (in letters) of the entire poem? _____

DOCUMENTATION

24. Do you smoothly introduce, correctly punctuate, and accurately copy the title of the poem and all direct quotations from the poem? _____
25. Do you correctly use a slash mark with one space before and after it when you quote 2 or 3 lines of the poem)? (See model essays.) _____
26. Do you document each quotation from the poem by placing the line number in parenthesis in correct form after it? (See model essays.) _____
27. Do you avoid plagiarizing textbook commentary or other sources and provide textual or parenthetical documentation if you use the ideas or exact words of any source? _____

STYLE

28. Have you edited your draft to make sure that your sentences are clear and smooth and that your word choices are effective? _____
29. Have you edited your draft to substitute active-voice for passive-voice verbs? _____
30. Have you edited your draft to eliminate wordiness? _____
31. Have you read your essay aloud to hear how it sounds? _____

GRAMMAR AND MECHANICS

31. Have you proofread your paper to make sure that it has no serious errors: sentence fragments, comma splices, run-on sentences, agreement errors, or verb errors? _____
32. Have you proofread your paper to correct details of spelling, grammar, and punctuation? _____
33. Have you used spell-check on the final draft? _____
34. Do you consistently use present-tense verbs to refer to the poem in your own words? _____
35. Have you done the following computer searches to proofread for common errors? _____

<u>Search for</u>	<u>Change to</u>
" .	" .
" ,	" ,
" (" (
" (" () .
" . . .	"word [Omit ellipsis marks when you begin quoting in mid sentence. The lower-class letter after the quotation marks indicates that you have omitted words.]
...	... [Space before and after each period within ellipsis marks.]
you	the reader, one, we, I