

Name: _____ Date: _____ Block: _____

Preliminary Steps Self-Assessment

Before you begin drafting your expanded outline, be sure you have completed each step in the note-taking process.

NOTE CARD CHECKLIST

- 1) **yes no** Did you take notes from at least 3 different sources (and did you attempt to limit sources to 5 or 6, max)?
- 2) **yes no** Did you note evidence to support each point on your working outline?
- 3) **yes no** Do your notes address an opposing view **and** provide evidence for a strong rebuttal or refutation? (*note: your refutation should provide an *additional* line of reasoning or subclaim for your argument)
- 4) **yes no** Did you take notes for your introduction—to 1) introduce the issue's social and intellectual contexts, and 2) hook your reader with a thought-provoking quote, startling fact, or statistic?
- 5) **yes no** Does each note card include 1) a title from the working outline, 2) *one* piece of evidence, 3) a **correctly formatted** *parenthetical* citation?

BIBLIOGRAPHY CARD CHECKLIST

- 6) **yes no** Did you create a bibliography card for each source you took notes from?
- 7) **yes no** Is each bibliography card properly formatted, according to MLA guidelines?
- 8) **yes no** For each bibliography card, did you 1) utilize hanging indentation, and 2) underline each item that will be *italicized* when typed?

SUBMISSION INSTRUCTIONS

When you have finished taking notes and creating bibliography cards, submit all work in the following order:

- 1) Organize notes by source: Place notes from **each source** in **separate** stacks.
- 2) Place the **bib card** for each source on top of the stack of notes from that source.
- 3) Combine sets into one stack: **Alphabetize** by the first word on each bib card.
- 4) Place your **working outline on top**.
- 5) Paperclip your note cards to the front of your rubric (get this from Mrs. B on due date).

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