

6th Grade Standards of Excellence for Projects and Final Written Assignments

“If You Care Enough You’ll Send the Very Best!”

To be considered **quality work** the following should be true of any project (see back side) or final written work.

Final Written Work:

1. Papers must be typed or written in black or **dark** blue ink. If typed, use a clean font (i.e., Times New Roman or Arial) and **double-space** your work on white bond paper. Font size must be **12 point**. If handwritten, use white loose-leaf paper; your teacher will instruct if you need to skip lines.
2. Margins (for typed as well as handwritten papers) are to be 1" on the top, bottom, and both sides of the paper.
3. The first word of each paragraph is to be tabbed once from the left margin for typed papers and about the width of your thumb for handwritten papers.
4. Head paper by placing your first and last name, teacher name, the course and period number, and the date beginning 1" from the top of the first and aligned with the **left margin**. Put your last name before the page number as your **header** (1/2" from top on right) on all pages of the document (i.e., Roberti 2) and bind them together. Skip a line (handwritten) or double-space (typed) to write the title (centered on the line) of your assignment. Skip a line (handwritten) or double-space (typed) between the title and the first line of the text.

DO NOT underline your title or put it in quotation marks or type it in all capital letters!

EXAMPLE of the proper heading and title (handwritten on line paper):

Aligned to right of margin →	Dominick Roberti Mrs. Molinaro SS P3 10 August 2023	$\frac{1}{2}$ " down ↓ Roberti 1
	Center Title	
	↓ Begin text here....	

		Roberti 2

5. The title of the project should be printed neatly in the center of the front cover or on the title page, and the heading should appear in the upper left corner as noted above. **All reports/writing assignments are to include the rough draft, any research gathered, and the rubric.** Check individual project outline for any binding or illustrations/graphics instructions. Do not use plastic sheet protectors.
6. Papers requiring a bibliography must follow the MLA style for listing sources. Refer to your Works Cited paper.
7. Neatness counts! Avoid scratching or crossing out words. **Do not write on the back side of the paper.**
8. Proofread your final copy at least twice for errors in typing, spelling, capitalization, punctuation, grammar, format, and style. **Make sure you use complete sentences!**

See backside for Writing Criteria

Writing Criteria for Sixth Grade

Use this checklist before you turn in *any* work. This will help you with proofreading. Edit (change your writing) if you find these mistakes. Any items that you have a check next to need to be fixed in your final draft.

- _____ 1. Do you always use specific examples? Avoid generic terms such as: stuff, things, and unspecific pronouns (his, her, they). Use specific proper nouns instead and vary your diction!
- _____ 2. Do you repeat the same words over and over? Avoid repetition by using a thesaurus to find a synonym for that overused word.
- _____ 3. Do you begin your sentences with coordinating conjunctions? (and, but, for, or, so)
These are linking words and should not begin a sentence!
- _____ 4. Do you abbreviate words, such as ‘cuz, &, instead of writing them out?
- _____ 5. Do you use any email/text language? (ex. LOL)
- _____ 6. Do you write numerals instead of spelling them out?
Note: Dates and times are always expressed in numerals.
- _____ 7. Do you end sentences with prepositions? (such as “of” or “with”)
- _____ 8. Do you use apostrophes in the wrong places or too often when they are not showing possession?
Did you forget to add apostrophes when they are necessary (all contractions must have apostrophes).
- _____ 9. Are all of your sentences the same length?
Are most of your sentences too short and choppy?
Are most of your sentences too long?
Try to vary sentence length, type, style, and structure.
- _____ 10. Do you write run-on sentences? (one thought running into the next)
- _____ 11. Do you write fragments? (incomplete thoughts that lack subject or verb)
- _____ 12. Do you leave words out of sentences?
- _____ 13. Do you use the word “of” in place of the correct usage of “have”?
(Note: You should write: I should have; NOT, I should of)
- _____ 14. Do you write into the margins or to the edges of the paper?
(Note: You should leave adequate margins on all four sides of the paper.)
- _____ 15. Do you write everything in one paragraph and forget to indent when you change ideas or topics within a paper? **INDENT with each new paragraph.**
- _____ 16. Do you forget the heading on all of your papers?
- _____ 17. Did you proofread your paper and let someone else read it too before you turn it in for a grade? Be sure that your editor puts editing marks on your paper. If it is a typed copy, print it out and let them edit the paper. Then, change the errors before turning in the final draft.
- _____ 18. Do you use capitals at the beginning of sentences and with proper nouns?
- _____ 19. Do you have proper end marks at the end of each sentence? Have you included all proper punctuation marks?