
Topical Paper Evaluation Sheet

Fall 2019

Writer's Name _____

Hanson CTC Grader _____

Title of Paper _____

Grading—The Hanson CTC will award a maximum of 30 points for your topical paper. You will then be expected to incorporate our feedback in a rewrite that will constitute the remaining 70 points of the grade and be evaluated by Professor Rundlett.

An excellent topical paper will convince readers that the writer has seriously considered the topic in question in terms of its present status and future importance—and uses clear and concise language to express his or her opinion. Any mark in the third or fourth row indicates that the writing needs significant improvement.

Writing Assistance—Any student seeking writing assistance is encouraged to visit the Hanson CTC. Our staff of peer consultants will be glad to review your paper with you and offer you tips and strategies for improving it.

Introduction/Clarification of Purpose

The objective of the topical paper is clearly stated and defined within the opening paragraphs.	
The objective of the paper is stated but could be better defined.	
The objective is poorly defined.	
No clear objective is present.	

Argument

Your argument is concise, detailed, and does a superb job of convincing your audience of its merits.	
Your argument could be more detailed and more precise. Although it contains persuasive elements, it could be more convincing.	
Your argument lacks sufficient detail and its persuasive power is weak.	
No convincing argument is in evidence.	

Audience

The paper can be clearly understood by a general audience.	
Concepts adequately expressed but at times hampered by a lack of clarity.	
Concepts are not effectively communicated.	
Concepts lost in verbal fog; tone and style inappropriate for intended audience.	

Organization/Paragraph Formation

Ideas are presented logically and are well organized. Smooth transitions from idea to idea and paragraph to paragraph are evident.	
Paragraphs are competently written but could be clearer. Transitions are evident but could be better developed.	
Ideas and paragraphs are unclear and/or underdeveloped; weak transitions hamper organization.	
Ideas and paragraphs are confusing/unorganized. No appropriate transitions.	

Sentence Structure

Complex sentences; sophisticated vocabulary geared to a college-level audience. Error-free spelling and punctuation.	
Sentences and vocabulary could be more complex. Minor spelling/punctuation problems.	
Sentence structure and vocabulary too simplistic. Multiple problems with spelling/punctuation.	
Sentence fragments; poor vocabulary. Pervasive spelling/punctuation problems.	

Conclusion

Conclusion reviews the central points of the paper with clarity and depth.	
Conclusion is adequate but a clearer discussion could be provided.	
Conclusion does not sufficiently review the central points of the paper.	
Conclusion is vague and/or misleading.	

References

Follows proper format/rules for in-text citations and References page.	
Citations evident, though needs some correction.	
Major errors with in-text citations and/or References page.	
No appropriate citations evident.	

Total Writing Points from the Hanson CTC	
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Advice for final draft:

Questions? Visit the Hanson Center for Technical Communication

NEW Location: 3307 SC (near stairwell)

To Schedule an Appointment: Use our online calendar: (<https://hanson.mywconline.com/>)