Four steps in answering an essay question:

1. Carefully read the question.
2. Find the topic sentence, and use it or paraphrase it.
3. Find the requirements, and answer them.
4. End with a conclusion.

Essay Question Evaluation Form

Student Name

Grading: _______ = ___________
50

Grading criteria:

- Each paragraph begins with appropriate topic sentence
- Minimum of three sentences per paragraph
- Correct use of capital letters and punctuation
- Proper spelling and grammar
- Essay is typed and double spaced
- Clear sentences
- All requirements of the question are met
- Information is accurate
- Essay ends with satisfactory conclusion
- Essay demonstrates thought and good understanding

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