



Name:

Date:

Position Paper Checklist

The goal of a position paper is to develop and support a point of view that is persuasive to your readers. Use the instructions from your teacher and this checklist to guide your work.

What Needs to be Done	Done	Not Done	Comments/Questions
Complete basic research.			
Maintain research logs.			
Keep notes from debates and buzz groups.			
Prepare a careful first draft.			
Have first draft reviewed by peers, family members, and/or instructor.			
Ensure that there is an introduction, body, and conclusion for your paper.			
Ensure that your paper is the required length.			
State your thesis clearly.			
Identify your arguments clearly.			
Support your arguments carefully with specific evidence.			
Use a word processor and its spell-check and grammar-check functions.			
Complete a formal reference list or bibliography.			
Complete and hand in your paper on time.			
You feel a sense of accomplishment.			
Other			