

Job Shadow Paper Peer Edit. This activity will be turned in with final paper.

I am the Editor: _____

I am reading _____'s paper

Format—check off each item as you go

1. ___ Last name & pg # in upper right of every page
2. ___ **Name**, teacher name, class name, date double-spaced in upper left
3. ___ Title is centered and not bold-faced—title is MORE creative than just Job Shadow
4. ___ Paragraphs are indented and margins are 1" all around
5. ___ Image is text-wrapped and on an outside margin instead of breaking up text
6. ___ Works Cited is on its own separate page.
7. ___ Works Cited page has last name and page number in upper right
8. ___ Works Cited page has at least 4 required sources (interview, business, bls.gov, Quotation Sandwich article(s))
9. ___ Works Cited was CORRECTLY exported out of Easy Bib so page is double-spaced, alphabetized and indented if entries are longer than 1 line.
10. ___ Do a general read through for mechanics: capital letters, end punctuation, commas, semi-colons, colons, spelling.

Content—check off each item as you go

11. ___ Introduction answers WHO, WHERE and WHEN about the shadow.
12. ___ Body of paper answers the WHAT—what the writer saw, did, learned, asked, etc. on the shadow.
13. ___ Writer included AT LEAST TWO Quotation Sandwiches from career article(s) that has either an in-text citation in parentheses or an introductory phrase explaining who provided the information.
14. ___ Both Quotation Sandwiches have an EXPLANATION after the Introduction and Citation.
15. ___ Paper has a logical conclusion; it doesn't just abruptly end.
16. ___ Double-check the in-text citations against the author of the articles. If author's name is mentioned in the Introduction to the quote, the last name of author does NOT need to be in parentheses. If the author of the article is NOT the worker cited in the introduction to the quote, the author's name or "title of article" must be in parentheses. **See Back of this sheet!**

Style—do a special check for any of the following violations of stylistic writing. Highlight it in the draft.

15. ___ No **There is/There** are at beginning of sentence.
16. ___ No use of 2nd person "You" in paper. Use 1st person.
17. ___ Avoid "announcing" in any essay. This error occurs primarily in introductions. Don't write "My paper will discuss..." or "This paper will tell about my shadow...":
18. ___ Check for the pesky "be" verbs (especially **is, was, are** when they stand alone)
19. ___ No paragraph of less than 3 sentences.
20. ___ Circle the transitions or transitional phrases you find in the paper. ADD where necessary!
21. ___ **NO 2 SENTENCES MAY START IN THE SAME WAY** in one paragraph!! Circle and edit!

Finally, write **ONE CONSTRUCTIVE COMMENT/SUGGESTION** below:

Let's say John Smith wrote this article about pediatricians

According to John Smith, a pediatrician at Dallas Children's Hospital, "nearly one-third of all new doctors leave the profession in 5 years."

Since John Smith is the author, there is no need for an in-text citation at the end of the quote.

But now let's say Sally Reader wrote this article about pediatricians.

According to John Smith, a pediatrician at Dallas Children's Hospital, "nearly one-third of all new doctors leave the profession in 5 years" (Reader).

Note that the period goes AFTER the in-text citation, NOT inside the quotes!

The writer must put the *AUTHOR*'s last name in parentheses at the end of the sentence.

That's is why you the editor need to look at the writer's *SOURCE(S)* and double check who wrote it and who said in terms of the ICE method and Quotation Sandwich!