

Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

## Biography Book Composition Checklist

### Content (70 Points)

- \_\_\_\_\_ 1. General organization of the paper
  - \_\_\_\_\_ a. Appropriate introduction
  - \_\_\_\_\_ b. Each part of the body well explained and complete
  - \_\_\_\_\_ c. Definite conclusion
  - \_\_\_\_\_ d. Good, smooth flow of ideas
  
- \_\_\_\_\_ 2. Thoroughness in covering the topic

### Mechanics (30 Points)

- \_\_\_\_\_ 1. Grammar
- \_\_\_\_\_ 2. Spelling
- \_\_\_\_\_ 3. Punctuation
- \_\_\_\_\_ 4. Capitalization
- \_\_\_\_\_ 5. Usage
- \_\_\_\_\_ 6. Length – 2-3 typed pages, size 12 font, double-spaced, Times New Roman
- \_\_\_\_\_ 7. Title page format correct