



TROUBLE SPOTS

What could get in the way of my goals?

The **trouble spots** include anything that can keep you from effectively conveying your purpose, accounting for your audience, and carrying out appropriate and necessary conventions. Use the checklist below when you have completed your assignment.

Purpose:

- Is there a title? Is it misleading?
- Do I establish ethos?
- Is my thesis statement strong and clear?
- Does it convey the purpose?
- Do the audiences do, think, or feel how I want them to after this communication?
- Do I have an informative or attention-catching introduction?
- Have I effectively carried out my reason for communicating (persuade, inform, etc.)?

Audience:

- Am I using the correct level of formality?
- Do I explain terms or concepts?
- Have I considered that audiences are dynamic rather than one-dimensional?
- Do I recognize that audiences' qualities will contribute to how they read and understand?
- Have I considered the other levels audiences or who else might be reading this?

Conventions:

- Am I using the appropriate conventions (letter, memo, research paper)?
- Do I use and follow the guidelines of MLA formatting?
- Am I avoiding plagiarism (citations and work cited)?
- Have I checked the requirements of the assignment?
- Do I understand them?
- Have I asked questions for clarification when needed?
- What do I know that I need help with (spelling, grammar, thesis, organization)?
- Have I read over my paper? More than once?
- Has someone else read over my paper?