
- **Composition Checklist for First Draft:**

1. **Check the topic!** (Found in Wordpress)

- a. As you write, make sure that you are writing on the topic for the composition and using the relevant grammatical structures (for example: daily routine and reflexive verbs, narration in the past, subjunctive/indicative, etc)
- b. The length of each composition will depend on the topic, double check this as well. If your composition is out of the range, *it will not be accepted*.

2. **Format of essay**

- a. One-inch margins (this is *not* the default for Word). Go to Document margins and change them.
- b. TRIPLE spaces (to allow room for error corrections on second draft). On a Mac: choose multiple spacing and type 3 for triple spacing.
- c. Times New Roman 12 font (not 12.5, not Arial 12 but TNR 12)
- d. Include a 'real' title for the essay (not "película" or "composición 2")

3. **Proofreading and editing**

- a. Run spell check on Word (use campus computers if you do not have Word)
- b. If your composition has not been run through a spell check, *it will not be accepted*.
- c. Check for adjective-noun agreement: No "un parte" or "el bollos"
- d. Check for subject-verb agreement: No "los hombres baila" or "él pido"
- e. Check your verb tenses: Ayer él *buscó* vs. Hoy él *busca*. / No "es importante que es (sea)" / "el viernes pasado él *buscaba* (buscó) por tres horas"
- f. A few common mistakes:
 - i. Prepositions: directly after always uses the infinitive: "después de *estudiar*"
 - ii. Verbs like *gustar*: A ella, le *gustaban* los libros.
 - iii. Ser vs. estar: No "ella era muy triste"
- g. Note on **Academic Dishonesty**: Please remember that having your roommate, friend, or neighbor read over and correct your composition is not acceptable means of help. Likewise, asking a tutor or writing center employee to proof your essay is also inappropriate. Additionally, the use of electronic translators to write your composition is not only a violation, but it also tends to produce very low grades.

- **Corrections and the Second Draft**

1. Make the corrections directly on your first draft!

2. Do *not* print another version!

3. All of the words that are marked have some sort of error

4. Some words may have hints and correction codes:

- a. s/e = ser / estar
- b. p/i = preterite / imperfect
- c. Arrow pointing up = Missing word
- d. Arrow pointing to another word = words need to agree
- e. Arrows from one word to another = Change word order

5. Error Correction Log

- a. Number all of your errors (1-23?)
- b. Categorize each of the errors by placing the number of the error in the correct box.
- c. You are graded on effort on this section so you should not stress out about the categorization but try to place them in their correct category.

6. Help and assistance: It is appropriate to ask for help from tutors, friends, etc on this second draft of the composition.