

Please use the following criteria for your content and paper evaluations in our review sessions:

Group grade: layout, organization, and bibliography in the papers	
layout	
+	graphics, font size, margins, indentation, line numbers, A 5 both sides. For the grade of +: at most one √, no —
√	at most two — for the six aspects above
—	more than two — for the six aspects above
organization	
+	<u>title</u> is precise and clearly indicates the focus of the paper; excellent <u>table of contents</u> with consistent capitalization of chapters and subchapters; clear overall <u>structure</u> showing logical development and appropriate number and length of chapters and subchapters with never only one subchapter per chapter; excellent <u>introduction</u> that makes the reader want to continue; excellent <u>conclusion</u> that gives the reader a sense of closure; clear <u>transitions</u> between the chapters. For the grade of +: at most one √, no —
√	at most two — for the six aspects above
—	more than two — for the six aspects above
bibliography	
+	<u>sequence</u> : one annotated bibliography with no divisions or categories and with a clear sequence of sources usually arranged alphabetically by author's last name or by title or short form of URL if author is not known; <u>information given</u> : each individual source includes all normal bibliographical details; <u>choice of sources</u> : sufficient number of published sources indicating the students are familiar with the most important published works dealing with the subject including course books and with no use of German sources without convincing reasons that the information could not be found in sources written in English; <u>book critiques</u> : details about the choice of book with clear relevance for topic including critique and location and evidence of reliability; <u>website critiques</u> : detailed and convincing explanation for the use of websites (answering the WWWWW questions) including the exact complete address of websites and web pages given. For the grade of +: at most one √, no —
√	at most two — for the five aspects above
—	more than two — for the five aspects above
Individual grades: Content (lessons and papers)	
relevance for Anglo-American Studies (AS)	
+	clear and repeated evidence of content relevance for Anglo-American Studies topics with evidence of having learned previous course content and/or are aware of upcoming course topics and repeated use of course material or explicit explanations of why which course material (concrete examples necessary) wasn't used
√	some indication of content relevance for Anglo-American Studies topics or some explicit use of course material
—	no explicit evidence that content relevance for AS topics played a role in choice of content, no use of any course material
- ...	minus points for wrong facts (!)
audience relevance (aud)	
+	clear and repeated evidence of content relevance for German students of English and choice of content from course material based on audience interest
√	some evidence of of content relevance for German students of English
—	no explicit evidence that the content was chosen with the audience in mind
personal touch (pt)	
+	explicit use of strong personal interest in choice of content and use of memorable examples and quotations or evidence of explicit critical use of sources
√	some evidence of strong personal interest in choice of content or use of memorable examples and quotations
—	no explicit evidence that personal opinion or experience or strong personal interest played any role in choice of content and no indication of explicit critical use of sources and no use of memorable examples and quotations

Individual grades: presentation (papers)	
accidental plagiarism avoided (intentional plagiarism results in an automatic grade of 5 for the course, expulsion from the course, and notification of all staff members) (pl)	
+	no trace of accidental plagiarism in any passage, all sources clearly given
√	most sources clearly given, a few passages unclear as to source used
—	few or no sources given, risk of accidental plagiarism not avoided
use of citations (c)	
+	all citations given correctly and exactly and all easy to find in bibliography
√	most citations given correctly, not all easy to find in bibliography or superfluous information given
—	few or no citations given correctly, little or no coordination with bibliography
paragraph unity and coherence (l)	
+	unified, well-developed, and coherent paragraphs with clear transitions within and between paragraphs
√	some unified paragraphs and some coherence, some problems with transitions within (↔) and between paragraphs (‡)
—	poor paragraph unity (§), little coherence with few transitions within (↔) and between paragraphs (‡)
Individual grades: language (papers) (!) indicates serious mistake (-2)	
punctuation and spelling (sp)	
+	no more than two mistakes in punctuation and in spelling with evidence of varied punctuation and spelling of words that pose problems for German writers
√	up to five mistakes
—	more than five mistakes
—	no evidence - no original writing because of overuse of direct quotes or because of accidental plagiarism
grammar and stylistics (gs)	
+	no more than two mistakes in grammar (verb, adverb, article) or in stylistics (pronoun, shifts)
√	up to five mistakes
—	more than five mistakes
—	no evidence - no original writing because of overuse of direct quotes or because of accidental plagiarism
lexis and syntax (ls) [syntax mistakes in square brackets], examples of advanced lexis and syntax use (+) cancel out mistakes	
+	no more than two mistakes in lexis or syntax with an advanced range
√	up to five mistakes
—	more than five mistakes
—	no evidence - no original writing because of overuse of direct quotes or because of accidental plagiarism