

## TEXT EVALUATION CHECKLIST

<b>PROPERTIES OF A WELL-WRITTEN TEXT EVALUATION CHECKLIST</b>					
<b>TEXTUAL PROPERTIES EVALUATED</b>	Yes	Perhaps	Probably Not	Absolutely Not	<b>RESULT</b>
<p><b>CLARITY AND FOCUS</b></p> <ul style="list-style-type: none"> <li>• Is the main idea of the text clearly conveyed?</li> <li>• Does the text present a clear writer’s point of view towards the topic or subject?</li> <li>• Does the text stay focused on the main idea?</li> <li>• Is the writer’s purpose in writing evident?</li> <li>• Are all ideas directing to the topic or subject?</li> </ul>					
<p>Overall Impression: Textual Evidences of Clarity and Focus:</p>					
<p><b>ORGANIZATION</b></p> <ul style="list-style-type: none"> <li>• Is there a concrete pattern of development (classification, enumeration, analysis, etc.) used?</li> <li>• Are sections (if there are) clearly presented?</li> <li>• Are the ideas logically connected to each other using cohesive devices (and, therefore, also, however, etc.)?</li> <li>• Can the reader follow the piece logically from beginning to end (use of signal words)?</li> <li>• Is it complete? Does it feel finished?</li> </ul>					
<p>Overall Impression: Textual Evidences of Organization:</p>					
<p><b>IDEAS AND THEMES</b></p> <ul style="list-style-type: none"> <li>• Is the topic relevant to the target audience?</li> <li>• Can the intended audience visualize the topic or subject being discussed?</li> <li>• Does the text match with the background knowledge of the intended audience?</li> <li>• Does the text include vivid details, interesting examples, and illustrations?</li> <li>• Can the relationship among ideas and themes easily be grasped?</li> </ul>					

Overall Impression:  
Textual Evidences of Ideas and Themes:

**VOICE**

- Is there an identifiable voice in the text?
- Is it consistent all throughout the text?
- Is it unique?
- Does it grab the audience's attention?
- Does it establish a strong relationship between the text and the audience?

Overall Impression:  
Textual Evidences of Voice:

**LANGUAGE**

- Does the text use a language appropriate to the target audience?
- Can the audience determine meanings of difficult or technical terms through context clues?
- Does the text contain precise and accurate word choices or vocabulary?
- Is the text free from redundancies, wordiness, highfalutin and sexist language?
- Are there consistencies in the use of pronouns and nouns by number (singular or plural)?

Overall Impression:  
Textual Evidences of Language Used:

**WRITING CONVENTIONS**

- Are all sentences complete?
- Is the text free from fragments, run-on, and overly complex sentences?
- Is the text free from contractions and exclamation points (unless part of a direct quotation)?
- Does the piece demonstrate standard usage (subject-verb agreement, consistent verb tense, correct pronouns, etc.)?
- Are punctuations, capitalization, spelling, and paragraphs used correctly in the piece?

Overall Impression:  
Textual Evidences of Writing Conventions:

**CREDIBILITY/ RELIABILITY**

- Does the text appear academic, credible, and written by an expert in the subject matter?
- Does it support or complement the common knowledge?
- Are the claims supported by factual evidences and realistic observations?
- Are there citations or references given to verify claims?
- Are the source of the material and the writer found credible and satisfy initial assessment criteria?

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Overall Impression:  
Textual Evidences of Credibility and Reliability:

**THOUGHT-PROVOKING APPEAL**

- Is the overall content of the text appealing?
- Does the text serve its implied or directed purpose?
- Does it lead to an expected response or reaction from the audience?
- Can most of the audience with their varied goals and needs be satisfied?
- Does it provoke a thought or change the perception of the target audience?

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Overall Impression:  
Textual Evidences of Thought-provoking Appeal:

**Conclusions:**

