Hierarchy of Comments

Content:

Is the paper relevant to the assignment? Does it have a focus? Is the topic specific enough for the paper's assigned length?

Organization:

Does the paper have a stated thesis? Are paragraphs ordered in a logical manner? Does it have an intro and a conclusion?

Substantiation:

Do the paragraphs give support to the stated thesis? Do the sentences within the paragraphs give support for the focus of the paragraph?

Clarity and Coherence:

Does the writer show and not tell? Do the examples used fit with the ideas proposed in the thesis? Are the sentences within each paragraph concise and related to each other? Is the position taken consistent throughout the paper?

Grammar:

Is verb tense used appropriate and consistent? Does each sentence have subject/verb agreement? Are correct forms of words used?

Mechanics:

Are words spelled correctly? Are sentences punctuated correctly? Are quotations placed properly? Are citations made correctly? Are there fragments or comma splices?