| Topic Focus | $\rangle$ Case Study Proposal | Case Study Draft |
| :---: | :---: | :---: |
| Steps I completed (check all that apply): Reviewed the week 14-16 lectures Looked through the Case Study resources for ideas Thought about my topic a lot Researched background information about my topic to give me ideas | Steps I completed (check all that apply): Everything from the Topic <br> Focus Reviewed the Case Study Proposal Instructions Used the sample Proposal as example Used the Organization, Content \& Interpersonal Positioning questions \& notes (week 16) to structure my Proposal Checked week 15 lesson on Topic \& Closing sentences to revise my Proposal's Topic Sentences Used week 17 lesson on Supporting Information \& Theme/Rheme to organize my ideas Included a Definition in my Intro paragraph Reviewed week 7 lesson on Relational Processes to check my definition Paraphrased from source material Reviewed week 4 lesson on Grammatical Metaphor to help with paraphrasing Checked APA style guide to format my Reference list Used the rubric to check my work | Steps I have completed (check all that apply): Reviewed the Case Study Draft Instructions <br> $\square \quad$ Reviewed the general feedback on my Proposal <br> $\square \quad$ Reviewed the specific comments in my Proposal Reviewed my Peer Review comments Everything from the Proposal Reviewed lessons on Nominalization (week 6) to 'pack up' my ideas Reviewed lesson on Process choice (week 11) to match the purpose of each stage Reviewed lessons on clauses and logic from weeks 9, 10, 20 \& 21 to organize my ideas <br> $\square$ Reviewed lessons on Closing Sentences (week 15) to make sure mine don't just summarize <br> $\square$ Used the rubric to check my work |
| What was successful: <br> What I should have done: | What was successful: <br> What I should have done: | What will make this stage successful: |

