







## **BUILDING BLOCK 12: Writing a Complete Draft**

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Now it is time to write a complete draft of your paper. You should:

1. have fully developed and logically connected paragraphs, with a clear introduction, body, and conclusion.
2. use correct formatting.
3. have a correctly formatted source list at the end of the paper that includes all of the sources from which you have used quotes and/or ideas in your paper.

However, do not turn in your paper yet! First, you will need to revise and edit. Once you have completed your first draft, you will use the information in Section 7 to revise and edit before turning in your paper.

## **BUILDING BLOCK 13: Using a Checklist to Verify That Your Draft Is Ready to Turn In**

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Before submitting your final draft, use the checklists on page 147 to ensure that your paper is complete and error-free.

## **BUILDING BLOCK 14: Taking Notes on Instructor Feedback**

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Set aside at least 30 minutes to look at the draft your instructor returned to you. Make notes on your paper and/or on a separate sheet of paper about what you need to add and make changes according to the instructor comments and to improve your paper. Be sure to meet with your teacher if you have questions about any of the comments or about how you can respond to them.

## **BUILDING BLOCK 15: Revising Your Draft According to the Instructor's Comments**

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Using the notes you took for Building Block 14, revise your draft to turn in to your teacher. Congratulations on making it through the process!