

BACKGROUND/POSITION PAPER EVALUATION SHEET

TO BE COMPLETED BY STUDENT

RANK/NAME OF TRAINEE		DATE
CLASS	SQUADRON	FLIGHT/CHALK
TYPE OF PAPER <div style="display: flex; justify-content: space-around;"> BACKGROUND POSITION </div>		TOPIC

TO BE COMPLETED BY EVALUATING OFFICER

1. FORMAT (-2 pts each error; max -2 pts each category)

a. File is named with correct file naming convention	- 0	- 2
b. One-inch margins are used on all 4 sides	- 0	- 2
c. All text is Times New Roman size 12	- 0	- 2
d. Title is on three separate lines (First line: "BACKGROUND or POSITION PAPER" Second line: "ON" Third line: "SUBJECT")	- 0	- 2
e. Title is center-justified, double-spaced, and ALL CAPS	- 0	- 2
f. Body text begins on third single-spaced line after title	- 0	- 2
g. Body text is double-spaced	- 0	- 2
h. Paragraphs and subparagraphs are numbered/lettered correctly	- 0	- 2
i. Identification line is formatted properly	- 0	- 2
j. Identification line is on first page only	- 0	- 2
k. Identification line and page numbers are 1" from bottom of page in footer	- 0	- 2
l. One blank line separates body and identification line/page number	- 0	- 2
m. Page numbers begin on page two and are numbered thereafter	- 0	- 2
n. Paper meets assignment length requirements (paper length does not include references)	- 0	- 2
o. References are cited using notes and end notes IAW <i>Air University Style and Author Guide</i>	- 0	- 2
TOTAL (-30 pts max)		

2. MECHANICS (-2 pts each error; max -6 pts each category)

a. One space is used after terminal punctuation	- 0	- 2	- 4	- 6
b. Two spaces are used after a number begins a paragraph	- 0	- 2	- 4	- 6
c. Numbers ≥10 are written out numerically; ≤ nine spelled out (see Tongue and Quill for exceptions)	- 0	- 2	- 4	- 6
d. Paper is written in third person	- 0	- 2	- 4	- 6
e. Abbreviations/Acronyms written out on 1st use (unless on approved list); abbrv/acronym used exclusively after	- 0	- 2	- 4	- 6
f. Spelling	- 0	- 2	- 4	- 6
g. Grammar	- 0	- 2	- 4	- 6
h. Punctuation	- 0	- 2	- 4	- 6
i. Sentences are well-constructed	- 0	- 2	- 4	- 6
j. Word choice is effective and professional	- 0	- 2	- 4	- 6
TOTAL (-20 pts max)				

3. CONTENT (-5 pts each error; max -10 pts each category)

a. Body begins with introduction paragraph	- 0	- 5	- 10
b. Introduction paragraph states the main topic and main points	- 0	- 5	- 10
c. Sufficient main points are used (Background Paper: 3; Position Paper: 3+)	- 0	- 5	- 10
d. Main point pattern is according to requirements	- 0	- 5	- 10
e. Topic & main points match briefing	- 0	- 5	- 10
f. Main points support overall topic/position	- 0	- 5	- 10
g. Main points are supported by facts and references	- 0	- 5	- 10
h. Opinions are supported with logical reasoning	- 0	- 5	- 10
i. Opinions are supported by references	- 0	- 5	- 10
j. Paper concludes with conclusion paragraph	- 0	- 5	- 10
k. Conclusion paragraph restates the main topic and main points	- 0	- 5	- 10
TOTAL (-40 pts max)			

4. REFERENCES (-10 pts each)

a. Required number of sources are used	- 0	- 10
b. References are both credible and relevant	- 0	- 10
c. No foreign language references are used	- 0	- 10
TOTAL (-30 pts max)		

