**Manuscript Grade Sheet**

(A 20-Item Checklist to Help You Design a Good Expository Sermon—Please Use it in Your Ministry, too!)

Writer Passage Evaluator Box

State the Main Idea

 1 2 3 4 5

 Poor Minimal Average Good Excellent

***Introduction***

1. **Gets attention** on (circle one) subject or M.I. (“Ho hum!”) [ ]  [ ]  [ ]  [ ]  [ ]

2. **Raises curiosity** or a need to listen further (circle one) [ ]  [ ]  [ ]  [ ]  [ ]

3. **Background** addressed before the body of the message [ ]  [ ]  [ ]  [ ]  [ ]

4. **Subject, MI, or MPI** (circle one) both stated & restated [ ]  [ ]  [ ]  [ ]  [ ]

5. **Announces text correctly** (optional: previews outline) [ ]  [ ]  [ ]  [ ]  [ ]

 N.B. Don’t make your introduction too short!

***Body***

6. **Main points** clear, restated, short, full sentences [ ]  [ ]  [ ]  [ ]  [ ]

7. **Transitions** between main points clear [ ]  [ ]  [ ]  [ ]  [ ]

8. **Flow** smooth (MP stated, then specific verses read) [ ]  [ ]  [ ]  [ ]  [ ]

9. **Exposition** full (not selected verses & vv. written out) [ ]  [ ]  [ ]  [ ]  [ ]

10. **Hermeneutics** (e.g., theocentric, options discussed) [ ]  [ ]  [ ]  [ ]  [ ]

11. **Illustrations** adequate, appropriate (“For instance”) [ ]  [ ]  [ ]  [ ]  [ ]

12. **Relevant** to listeners (“Why bring that up?”) [ ]  [ ]  [ ]  [ ]  [ ]

***Conclusion***

13. **MI** stated (inductive)/repeated (deductive), restated [ ]  [ ]  [ ]  [ ]  [ ]

14. **Main points** reviewed and/or restated [ ]  [ ]  [ ]  [ ]  [ ]

15. **Application/Exhortation** (“So what?”) stated/implied [ ]  [ ]  [ ]  [ ]  [ ]

 N.B. Don’t make your conclusion too short (at least 3/4 page)!

***Miscellaneous***

16. **Column** abbr. from below (cf. p. 82)/1 pg. homiletical outline [ ]  [ ]  [ ]  [ ]  [ ]

17. **Spelling**, typing errors, punctuation, pages numbered [ ]  [ ]  [ ]  [ ]  [ ]

18. **Grammar** (subject/verb and tenses agree) [ ]  [ ]  [ ]  [ ]  [ ]

19. **Creative title, design stated** (cf. p. 120) [ ]  [ ]  [ ]  [ ]  [ ]

20. **Length**, thoroughness(unanswered questions?) [ ]  [ ]  [ ]  [ ]  [ ]

***Summary***

Number of ticks per column (should sum to 20) \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Multiplied by point values of the column **x 1 x 2 x 3 x 4 x 5**

Equals the total point value for each column \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Net points \_\_\_\_\_\_ minus 3 points per day late (\_\_\_\_ points) equals a final % grade of %

**Comments: Abbreviations Used in Marking & Column Design:**

+ Excellent MI Main Idea SP Sub Point

A Application MP Main Point T Transition

FS Full Sentence R Restatement TF Translate figure

ILL Illustration S Subject v(v). Verse(s)