

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 Poor	2 Minimal	3 Average	4 Good	5 Excellent
<u>Introduction</u>					
1. Gets attention on (circle one) subject or M.I. (“Ho hum!”)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Raises curiosity or a need to listen further (circle one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Background addressed before the body of the message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Subject, MI, or MPI (circle one) both stated & restated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Announces text correctly (optional: previews outline) N.B. Don't make your introduction too short!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Body</u>					
6. Main points clear, restated, short, full sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Transitions between main points clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Flow smooth (MP stated, then specific verses read)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exposition full (not selected verses & vv. written out)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hermeneutics (e.g., theocentric, options discussed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Illustrations adequate, appropriate (“For instance”)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Relevant to listeners (“Why bring that up?”)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Conclusion</u>					
13. MI stated (inductive)/repeated (deductive), restated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Main points reviewed and/or restated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Application/Exhortation (“So what?”) stated/implied N.B. Don't make your conclusion too short (at least 3/4 page)!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Miscellaneous</u>					
16. Column abbr. from below (cf. p. 82)/1 pg. homiletical outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Spelling , typing errors, punctuation, pages numbered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Grammar (subject/verb and tenses agree)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Creative title, design stated (cf. p. 120)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Length , thoroughness (unanswered questions?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Summary</u>					
Number of ticks per column (should sum to 20)					
Multiplied by point values of the column	<u> </u> x 1	<u> </u> x 2	<u> </u> x 3	<u> </u> x 4	<u> </u> x 5
Equals the total point value for each column	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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)