Revision Checklist

Content:

✓ Does your writing have a clear thesis/statement of purpose that gives your paper focus?
✓ Does your first sentence and introduction create interest in your topic?
✓ Are your supporting ideas clearly tied to your main focus?
✓ Have you avoided stating the obvious?
✓ Does your conclusion provide a satisfying ending?

Organization:

✓ Do your sentences connect to each other?
✓ Do your paragraphs follow logically?
✓ Have you used transitions between ideas and paragraphs?
✓ Do the sentences in your paragraph relate to one idea or to the topic sentence?

Expression:

✓ When you read your work aloud, does everything sound clear?
✓ Have you avoided wordiness?
✓ Have you eliminated clichés?
✓ Are you mostly using active voice?
✓ Do you use action verbs when possible?
✓ Have you avoided absolute qualifiers?
✓ Do your sentences vary in length and structure?
✓ Do you use a variety of sentence openers?
✓ Have you avoided “there is” and “it is”?
✓ Have you used parallelism in your lists and sentence structures as necessary?
Editing Checklist

✓ Have you read your work aloud to listen for problems?
✓ Did you read carefully for typos or missing words?
✓ Did you edit for fragments, run-ons, and comma splices?
✓ Do your subjects and verbs agree?
✓ Do your pronouns have clear antecedents?
✓ Have you checked your use of capital letters?
✓ Have you appropriately used the possessive?