Revision Checklist

Note: This document should only be used as a reference and should not replace assignment guidelines.

The Paper
☐ fits the assignment as outlined by your instructor
☐ has a clear point that is supported by each paragraph
☐ gives necessary background information for the reader to understand your points
☐ moves smoothly from one idea to the next, using transitions where needed
☐ acknowledges the existence of different viewpoints and responds to them
☐ is directed to a specific audience and uses language and information appropriately

Overall Organization
The Introduction
☐ introduces the topic of your paper
☐ gives general discussion that leads into your thesis
☐ engages the reader

The Thesis
☐ sets forth the main idea or argument of your paper
☐ focuses or sets limits on your topic
☐ may indicate the organization of your paper
☐ is clear and concise

Each Body Paragraph
☐ has a topic sentence, supporting details, and a concluding sentence
☐ contains one main idea
☐ supports the thesis
☐ uses transitions or the repetition of key words to indicate shifts in topic between paragraphs

The Conclusion
☐ briefly summarizes your main points
☐ explains the significance or application of the ideas discussed
☐ provides the reader with a sense of closure

Paragraph Organization
The Topic Sentence
☐ introduces the main idea of the paragraph
☐ ties back to the thesis
☐ is clear and concise
☐ can act as a transition between paragraphs
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The Supporting Details
☐ provide evidence and examples for the topic sentence
☐ avoid offensive or judgmental statements
☐ maintain a logical order
☐ include your own analysis, explaining how the research relates to your topic

The Concluding Sentence
☐ may restate the main idea of the paragraph
☐ ties supporting details together
☐ transitions to the next paragraph

Sentences
Each Sentence
☐ is written clearly
☐ has a subject and a verb that agree with each other
☐ is parallel (ex. John loves swimming, playing games, and running)
☐ uses concrete, specific words instead of general ones as much as possible
☐ avoids vague pronoun references (ex. This shows that...)
☐ is concise

The Paragraph
☐ is not too short to fully develop your idea
☐ is not so long that a reader would get lost in it
☐ uses specific details and analysis to support your argument
☐ is balanced: quotes do not crowd out your own statements
☐ contains sentences of varied length and structure that don’t all sound the same

General
☐ Both you and the computer have spell-checked your paper.
☐ Word endings -es, -s, -'s, and -s' have all been used correctly.
☐ Homonyms such as there, their, and they’re have been used correctly.
☐ Beginnings of sentences and proper nouns have been capitalized.
☐ Sources have been cited correctly.
☐ The paper is formatted correctly.
☐ The draft has been read aloud one last time before it is turned.
☐ You have received feedback from a friend, family member, classmate, or writing tutor.