

# Revision Checklist

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

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## 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

## The Introduction

- introduces the topic and tone of your paper
- gives general background information that leads into your thesis
- engages the reader

## The Thesis

- sets up 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

- contains one main idea
- supports the thesis
- uses transitions between paragraphs
- is long enough 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

## 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

## The Supporting Details

- provide evidence and examples for the topic sentence
- maintain a logical order
- include your own analysis, explaining how the research relates to your topic

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## The Concluding Sentence

- may restate the main idea of the paragraph
- ties supporting details together
- transitions to the next paragraph

## The Conclusion

- briefly summarizes your main points
- explains the significance or application of the ideas discussed in the paper
- provides the reader with a sense of closure

## Each Sentence

- is clear and concise
- 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
- avoids vague pronoun references (ex. **This** shows that...)

## 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 in
- You have received feedback from a friend, family member, classmate, or writing tutor