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

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
Revision Checklist

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

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

Utah Valley University (UVU) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.