

REVISION CHECKLIST

ORGANIZATION

1. Is your thesis statement effective? Look at your conclusion. Should you revise your thesis in light of your conclusion?
2. Does your entire paper stay on the topic?
3. Does each paragraph have enough details and examples?
4. Does each paragraph have enough details and examples?
5. Are the transition sentences within paragraphs smooth?
6. Are the transitions between paragraphs smooth?
7. Does the introduction state the purpose of the paper?
8. Does the conclusion effectively end the paper?

STYLE

1. Do you use words that are redundant (that repeat what you have already said) or words that are unnecessary?
2. Do you use the same word too many times?
3. Do you use the most exact words to say what you mean? Avoid general words like good, bad, nice, or interesting.
4. Can you rewrite any sentences more concisely, that is, more to the point, with fewer words?
5. Do you overuse the passive voice? (Use She took a trip rather than A trip was taken.)
6. Are any sentences awkward or hard to understand?
7. Do you have enough sentence variety?
8. Do you use parallel construction to express parallel thoughts?
9. Can you delete any sentences without taking away from what you want to say?
10. Do you overuse underlining or exclamation points?

MECHANICS

1. Fragments? Run on sentences? Comma splice?
2. Verb problems: Agreement with subject? Shift in tense? Wrong form?
3. Spelling errors or contractions.
4. Punctuation errors: End punctuation? Commas? Semicolons?
5. Pronoun problems: Case error? Antecedent error? Clear reference?