

CHECKLIST FOR REVISION

I. Content: Thesis Statement, Purpose, Cohesion

- Are the key terms of the thesis statement clearly indicated?
- Are the topics defined as specifically as possible?
- Is the purpose/stance of the writer at least apparent if not directly stated?
- Does the purpose/stance indicate an appropriate understanding of the audience?
- Does each paragraph have a clear topic sentence relating to the thesis?
- Does the writer include only matter that is relevant to the topic?
- Is the topic adequately developed with concrete facts, instances, examples or illustrations?
- Does each sentence contribute to the clarity of the paper?
- Are there appropriate transitions made between sentences and paragraphs that introduce new but related supporting details?

II. Sentence Patterns and Word Choice

- Are the subject-verb relationships correct? Do pronouns agree with their antecedents?
- Are there any fragments, run-on sentences, or comma splices?
- Are words and expressions used in such a way that they are especially effective? Are the words concrete, at least specific? Would a more precise term be more effective in any instance?
- Do you find clichés – trite, overused expressions such as “earthshaking news,” “pain in the neck,” “quick as a flash,” or “the youth of today”?
- Do you find distracting repetition, such as too frequent use of otherwise interesting words or listing techniques?
- Do you find a variety of sentence beginnings and structures (simple, compound, and complex)?

III. Mechanics: Language and Writing Conventions

- Capitalization: Are all words requiring capital letters properly capitalized?
- Spelling: Are all words spelled correctly?
- Punctuation: Are commas, periods, and other marks of punctuation correctly placed?
- Are both point-of-view (1st or 3rd person) and verb tense consistent throughout the paper? Is literary analysis in present tense?
- Are lists within sentences parallel in structure?