

Revision and Editing Checklist

Name: _____

Introduction

Does it have an engaging lead?

Does it have a clear thesis?

Does it flow smoothly?

Body Paragraphs

Does every paragraph support the thesis?

Are they organized in a logical manner?

Does the thesis work to set up the body paragraphs?

Does every paragraph have a topic sentence?

Does each paragraph feel fully developed?

Is there more you want to know?

Conclusion

Does it connect back to the introduction with insightful comments or analysis?

Does it connect to the points made in the body paragraphs with insightful comments or analysis?

Does it wrap up the writing and/or give the reader something to think about?

Style and Conventions

Does the author use the same tense throughout the paper (past or present)?

Are grammar, spelling and punctuation correct?

Are there any trite or boring words used? Replace them with words and phrases that paint pictures in the reader's mind.

Are the sentence beginnings varied? Point out any words, phrases or grammatical patterns that are repeated.

Look for and correct other common errors such as your vs. you're, their vs. they're vs. there.

Leave any additional comments for the writer below: