

# 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

## Overall Organization

### The Introduction

- introduces the topic of your paper
- gives general discussion that leads into your thesis
- engages the reader

### The Thesis

- sets forth 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

- has a topic sentence, supporting details, and a concluding sentence
- contains one main idea
- supports the thesis
- uses transitions or the repetition of key words to indicate shifts in topic between paragraphs

### The Conclusion

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

## Paragraph Organization

### 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

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## The Supporting Details

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

## The Concluding Sentence

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

## Sentences

### Each Sentence

- is written clearly
- 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 as much as possible
- avoids vague pronoun references (ex. **This** shows that...)
- is concise

### The Paragraph

- is not too short 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 that don't all sound the same

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