Checklist for Revision

I.  Content: Thesis Statement, Purpose, and 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 any 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?