REVISING CHECKLIST

IDEAS

1. Have I written a clear thesis (focus) statement?
2. Do I include one main idea in each topic sentence?
3. Have I accurately quoted or paraphrased my sources?

ORGANIZATION

4. Do I have an effective beginning, middle, and ending?
5. Have I put my middle paragraphs in the best order?
6. Do I use transitions?

VOICE

7. Does my writing show my knowledge and interest?
8. Does my voice sound formal?

WORD CHOICE

9. Do I define or explain any unfamiliar words?
10. Do I use specific nouns and active verbs?

SENTENCE FLUENCY

11. Do I vary the lengths and beginnings of my sentences?
12. Do I avoid rambling sentences?