

Revision Checklist

Revision: Revising is reviewing your paper to make changes in content, organization, and structure.

Introduction

- Does the paper appeal to a specific audience?
- Is the context of the topic established?
- Does the argument of the paper respond to the assignment instructions?

Thesis

- Is your thesis clearly defined?
- Does your thesis establish a purpose?
- Does your thesis show your opinion on a topic?
- Does your thesis use specific language?
- Does your thesis make an assertion based on clearly stated support?

Organization

- Does each body paragraph have a topic sentence that refers back to the thesis?
- Does each body paragraph develop only one idea?
- Does each body paragraph connect to the previous paragraph and the following paragraph?
- Does each body paragraph have a transition—either at the beginning or the end of the paragraph?
- Is third person point of view used? (He, she, one, they)

Content and Development

- Does each body paragraph have evidence to support the claim in the topic sentence?
- Is each piece of evidence introduced and/or given context?
- Is each piece of evidence integrated into a sentence; in other words, there are no floating quotations?
- Is each piece of evidence interpreted, or analyzed, based on its relationship to your thesis?

For more help with revision and editing, talk to a TWU Writing Coach.

See also: <https://owl.english.purdue.edu/owl/>

Editing Checklist

Editing: Editing is reviewing your essay to address minor details and make changes in the writing, such as grammar, word choice, and mechanics.

Grammar

- Do the subjects and the verbs agree? Is the verb tense consistent throughout the entire paper? To check, identify your subjects and verbs.
- Do you use complete sentences? Check for fragments, run-ons, and comma splices.
- Do you use slang or jargon? Use academic vocabulary in your English paper.
- Do your sentences vary in length?
- Which voice do you use in your writing? Use active voice for your English paper.
- Is it clear what your pronouns refer to?

Mechanics

- Do you overuse or underuse commas?
- Is your spelling correct?
- Do you use apostrophes correctly? Avoid contractions and check possessives.
- Are all other types of punctuation used correctly? (Question marks, exclamation points, semicolons, periods, etc.)
- Are words capitalized correctly?
- Are your sources cited correctly?
- Are quotations formatted and cited correctly?

ESL Grammar

- Are your subjects used correctly?
- Are your verbs used correctly?
 - Gerunds and infinitives
 - Modals
 - Conditional verbs
 - Phrasal verbs
- Do you use articles correctly?

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