Revision Checklist

Note: This document should only be used as a reference and should not replace assignment guidelines.

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

The Introduction
- introduces the topic and tone of your paper
- gives general background information that leads into your thesis
- engages the reader

The Thesis
- sets up 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
- contains one main idea
- supports the thesis
- uses transitions between paragraphs
- is long enough 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

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

The Supporting Details
- provide evidence and examples for the topic sentence
- maintain a logical order
- include your own analysis, explaining how the research relates to your topic
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The Concluding Sentence
☐ may restate the main idea of the paragraph
☐ ties supporting details together
☐ transitions to the next paragraph

The Conclusion
☐ briefly summarizes your main points
☐ explains the significance or application of the ideas discussed in the paper
☐ provides the reader with a sense of closure

Each Sentence
☐ is clear and concise
☐ 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
☐ avoids vague pronoun references (ex. This shows that...)

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 in
☐ You have received feedback from a friend, family member, classmate, or writing tutor

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