

## REVISION CHECKLIST FOR CONTENT AND FORM

### AUDIENCE AND PURPOSE

- What is the purpose of my essay?
- Who is my audience, and what are my audience's needs?
- How successful have I been in meeting the needs of my audience and purpose?

### TITLE

- Does my title draw in the reader?
- Is my title clear and appropriate for my audience?

### INTRODUCTION

- Does my introduction "hook" the reader and lead into the thesis?

### THESIS STATEMENT

- Does my thesis appear as the last sentence(s) of the introduction?
- Does my thesis state the controlling idea of my essay?
- Will my thesis be clear to my audience?
- Have I developed my thesis consistently throughout my essay?

### BODY PARAGRAPHS

- Does each body paragraph contain a topic sentence and only one idea to be developed?
- Are my body paragraphs organized logically and effectively?
- Does each paragraph contain enough specific and relevant details to develop the main idea of the paragraph?
- Do I avoid being redundant?
- Do I keep like ideas together?

### SENTENCES

- Are all sentences coherent?
- Do I transition between sentences?
- Is my sentence structure varied and interesting, or is it monotonous and dull?

### WORDS

- Is my vocabulary appropriate for my topic, my audience, and my purpose?
- Do I understand the meaning of the words I use?
- Do I use the correct form of words?
- Do I vary my word choice?

### CONCLUSION

- Do I restate my thesis?
- Do I bring the essay to a close in an interesting and relevant manner?

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## EDITING CHECKLIST

### GRAMMAR

- Have I written complete sentences throughout the essay?
- Do I avoid run-on sentences?
- Do all my subjects and verbs agree?
- Are my pronoun references clear?
- Do all my pronouns and their antecedents agree?
- Do I avoid shifting voice?
- Do I avoid sexist language and use gender-neutral language?
- Do I keep a consistent verb tense throughout the essay?
- Are my modifiers as close as possible to the words they modify?

### PUNCTUATION

- Does each sentence contain end punctuation?
- Have I used commas correctly?
- Have I used semicolons, colons, and dashes effectively and correctly?

### MECHANICS

- Is the first word of each sentence capitalized?
- Are all proper nouns capitalized?
- Have I followed conventional rules for underlining, abbreviating, and using numbers?

### WORDS

- Are all of my words spelled correctly?

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