

CHECKLIST FOR EDITING AND REVISION

1 GLOBAL REVISION

Purpose and Audience — Focus — Organization and Paragraphs—Content—Point of View

Ask Yourself:

- Is the thesis clear?
- Is the organization confusing?
- Are ideas well supported?
- Does the draft accomplish its purpose as a whole?
- Is the point of view appropriate or free of distracting shifts?
- What ideas need to be further developed

2 SENTENCE LEVEL REVISION

Strengthening Sentences — Clarifying Sentences — Introducing Variety—Refining Style

Attempt To:

- Use precise words
- Vary sentence structures
- Use active verbs
- Choose appropriate language
- Remove excess words
- Divide long sentences

3 EDITING

Grammar — Punctuation — Mechanics

Pay Attention To:

- Sentence fragments
- Spelling
- Subject verb agreement
- Verb tense
- Commas
- Quotations marks
- Wordiness