CHECKLIST FOR EDITING AND REVISION

1 GLOBAL REVISION

Purpose and Audience

- Does the draft accomplish its purpose — to inform readers, persuade them, entertain them, call them to action

- Is the draft appropriate for its audience? Does it account for the audience's knowledge of the subject, level of interest in the subject, and possible attitudes toward the subject?

Focus

- Do the introductions and conclusion focus clearly on the central idea?

- Is the thesis clear? Is it prominently placed?

- If there is no thesis, is there a clear reason for omitting one?

- Are any ideas obviously off the point?

Organization and Paragraphs

- Are there enough organizational cues for the readers (such as topic sentence and headings)?

- Are ideas presented in a logical manner?

- Are any paragraphs too long or too short?

Content

- Is the supporting material relevant and persuasive?

- Which ideas need further development?

- Are the proportioned sensible? Do the major ideas receive enough attention?

- Which material can be deleted?

Point of View

- Is the draft free from distracting shifts in point of view (from I to you, for example, or form it to they)?

- Is the dominant point of view — I, we, you, he, she, it, one, or they — appropriate for your purpose and audience

CHECKLIST FOR EDITING AND REVISION

2 SENTENCE LEVEL REVISION

Strengthening Sentences

Look for Opportunities

- to use more active verbs
- to prune excess words

Clarifying Sentences

Look for opportunities

- to balance parallel ideas
- to supply missing words
- to untangle mixed constructions
- to repair misplaced dangling modifiers
- to eliminate distracting shifts
- to emphasize key ideas using coordination and subordination
- to combine choppy sentences
- to break up long sentences

Introducing Variety

Look for opportunities

- to vary sentence openings
- to vary sentence structures
- to vary the order of sentence elements

Refining Style

Look for opportunities

- to choose language more appropriate for the subject and audience
- to choose more exact words

CHECKLIST FOR EDITING AND REVISION

3 EDITING

Grammar

- Sentence fragments
- Run-on sentences
- Subject-web agreement
- Pronoun reference
- Case of nouns and pronouns
- Case of who and whom
- Adjectives and adverbs
- Standard English verb forms
- Verb tense, mood, and voice
- ESL problems

Punctuation

- The comma and unnecessary commas
- The semicolon
- The colon
- The apostrophe
- Quotation marks
- End punctuation
- Other punctuation marks

Mechanics

- Abbreviations and numbers
- Italics (underlining)
- Spelling and hyphen
- Capital letters