

Revising and Editing Checklist

Revising

Ideas/Context

- My topic is narrow, clear and focused.
- You can tell I know a lot about this topic.
- I have developed a clear thesis statement.

Organization

- I have a clear Beginning, Middle and End.
- My reader can understand my writing.
- My writing is in a logical sequence.
- My paragraphs transition smoothly.

Word Choice

- My words create a vivid image.
- My piece has interesting vocabulary.

Sentence Fluency

- My piece has an engaging lead.
- My conclusion is reflective.
- My sentences are varied in length and structure

Editing

Capitals

- I have capitalized everything that should be.

Organization

- When I read my sentence aloud, does it sound right?
- I have indented each paragraph.
- I have checked my work for run-ons and fragments.
- My work is neat and legible.

Usage

- Do I have subject-verb agreement?
- Do I have pronoun-antecedent agreement?
- Do I have any double negatives?

Punctuation

- Do my sentences end correctly? (. ! ?)
- When I pause, do I use the correct mark? (, “ ” : ;)

Spelling

- Are all my words in standard spelling?