

Revision Checklist

When you revise, you will want to work to “see” your writing as your audience might see it. It is important to allow some time between drafting and revision to really help you “re-see” your work with fresh eyes.

Here is a checklist to help you focus on some key issues as you revise.

Name: _____

- ☐ Have I conveyed the significance of my ideas to my readers? Is my purpose clear?
- ☐ Does my essay meet the requirements of my assignment?
- ☐ Is my focus too broad? Have I narrowed my topic well?
- ☐ Is my organization plan effective?
- ☐ Is there a way to make the concept I am discussing clearer and more focused?
- ☐ Is the voice or style I am using appropriate for my audience?
- ☐ Have I clearly defined any terms used?
- ☐ Have I considered any possible objections to my position, if I take a position in this research essay?
- ☐ Do I provide clear transitions between my ideas? Are there any gaps between my points?
- ☐ Are there any points that need further explanation or detail?
- ☐ Are there any points that need to be cut because they are not related to my focus?
- ☐ Are my sources credible? Have I addressed this credibility in my writing?
- ☐ Have I integrated my source material smoothly and effectively by providing signal phrases and/or context for this information?
- ☐ Have I put some source material in my own words as much as possible and used quotes only when necessary?
- ☐ Have I properly acknowledged all of my source material, including paraphrases and summaries?