REVISING AND EDITING CHECKLIST

Use this checklist to determine the areas of your writing that may need tutoring assistance. You may want to review this list before you ask a tutor for general help.

Unity/Development

__   Does my thesis limit the subject matter for the topic? (Restricted)
__   Does my thesis establish my organization for the writing? (Unified, Rhetorical Strategy)
__   Are the words in my thesis clear and specific? (Precise)
__   Are there any unnecessary words in my thesis statement? (Precise)

Paragraph Organization/Development

__   Are my paragraphs organized and developed as my thesis states? (Rhetorical Strategy)
__   Are my topic sentences unified/linked to my thesis?
__   Are all of the sentences in each body paragraph linked to the topic sentence?
__   Are there transitions that link all of the paragraphs?

Voice/Tone

__   Are my audience and voice clearly established in the introduction?
__   Who is my audience, and is my voice appropriate for the audience?
__   Is my voice consistent throughout the writing?

Word Choice/Diction

__   Are there unnecessary words in my paragraphs?
__   Do I have any words that are too general/vague and can be made more specific?
__   Is my word choice appropriate for my audience?
__   Do my words make my personal voice clear?

Sentence Syntax and Coherence

__   Do any of my sentences sound awkward when I read the paper aloud?
__   Are all or most sentences in the same pattern or structure? If so, can some of the sentences be changed?

Research/Citations (when required)

__   Do I have in text citations for any information that is not my opinion or common knowledge?
__   Have I cited all quotes and paraphrases correctly in my text?
__   Do I have a Works Cited or References page that follows MLA/APA format?
__   Do I have the minimum number of sources?

Conventions

__   What areas of grammar/usage/punctuation have I had problems with before?

If you answer any of these questions with "I don't know," be sure to ask a tutor or a professor for assistance.