

Revising Checklist

Use the following checklist as a guide when you revise and improve a written draft.

_____ The opening clearly states the purpose and primary topic that will be developed within the writing piece.

Paragraph Development

_____ Each paragraph clearly has a topic sentence that states the main idea of the paragraph

_____ The topic sentence is clearly supported by two or more details

_____ Each supporting detail is followed by a thorough explanation

_____ Only include details that support the topic sentence

_____ Each paragraph clearly ends with a closing/concluding sentence

Sentence Structure and Development

_____ Rewrite any ideas or sentences that are unclear or confusing

_____ Check that all sentences are written in the same verb tense (past, present, or future)

_____ Rewrite sentences to include more powerful and vivid language

_____ Replace the words that are used repeatedly with synonyms (if you use the word *good* repeatedly in your sentences, then consider using a synonym such as *excellent, fine, or wonderful*)

_____ Sentences are of varied length and structure

_____ Ideas flow logically from one idea/point to another using good transitions

Eliminate Distracters

_____ Delete any details that do not support the main idea or thesis.

_____ Delete any parts that are repeating ideas/statements.