

## Writing Checklist

### Revision

Revision is something a good writer does throughout the writing process. Every time you consider which ideas to add or delete, every time you change a word or phrase to make your essay sound better, you are revising.

Revision does not mean “recopying” what you have already written. Revision means making changes to the content of the paper so that every word, sentence, and paragraph makes sense to the reader.

Many students tend to rush through revising; they are anxious to get done with the assignment, but a good writer will revise as much as necessary before the deadline to get the best possible result.

Three areas in particular to examine as you consider how to improve the content and style of your essay are as follows:

- **Clarity:** is the essay clearly and logically written?
- **Unity:** does all the paragraphs relate to the central idea?
- **Coherence:** Do the ideas flow smoothly?

### Revision checklist

| Revision questions<br>(Ask yourself these questions as you read your essay) |                                                          | Yes | No |
|-----------------------------------------------------------------------------|----------------------------------------------------------|-----|----|
| 1.                                                                          | Did I answer the question/questions?                     |     |    |
| 2.                                                                          | Does each paragraph do what it's supposed to do?         |     |    |
| 3.                                                                          | Will a reader be able to understand and follow my essay? |     |    |
| 4.                                                                          | Do all the facts and examples support my ideas?          |     |    |
| 5.                                                                          | Are the sentences clear and effective?                   |     |    |



## Proof reading

Proof reading is different from revision. Whereas revision focuses on improving the content of the essay, proof reading deals with recognizing and correcting errors in punctuation, capitalization, spelling and grammar.

### Proof reading checklist

|    |                                                                            | Yes | No |
|----|----------------------------------------------------------------------------|-----|----|
| 1. | Have all fragments and run-on sentences been eliminated?                   |     |    |
| 2. | Does the essay use correct paragraphing and indentation?                   |     |    |
| 3. | Is there agreement between subject and verb?                               |     |    |
| 4. | Has correct verb tense been used correctly and consistently?               |     |    |
| 5. | Have commas, apostrophes and semicolons been used correctly?               |     |    |
| 6. | Have words been capitalized correctly?                                     |     |    |
| 7. | Are there any sentences that could be combined to create sentence variety? |     |    |
| 8. | Does the essay show interesting and accurate word choice?                  |     |    |
| 9. | Has a dictionary or spellchecker been used to correct spelling errors?     |     |    |

### Last minute suggestions

1. Set your essay aside for a while if you have time. Come back to it later. You will notice ways to make your essay better, and you'll see more errors to correct.
2. Read the essay aloud to yourself. Often you can hear errors that you may not catch while reading silently.
3. Another trick is to read your essay backwards. You will be able to catch errors more easily.
4. Have an adult or a peer read your essay and give you suggestions about confusing parts.

