Name:_____ Per: _____

Revise & Edit Guide

After you draft your extended response, revise & edit it to ensure that your message to your reader is as clear and effective as possible.

Revise	***Review your writing & improve the clarity of your message for your reader.***
Organization & Development of Ideas	
controlling idea or thesis	Read the prompt again. Now, look at your draft and underline your controlling idea. Does your controlling idea answer the prompt? How do you know? Does your controlling idea have enough details to make it clear to your reader? If not, what details or words could you add to make it more clear?
organization	Look at each sentence in your response. Do the ideas in each sentence connect and make sense? What transitions do you use to connect your ideas? How do you conclude your response? Have you explained the importance of your ideas so the reader understands why they are important?
evidence	What evidence from the text did you use to support your controlling idea? Look back at the text. Was the evidence you chose the best to make your point? If not, what other evidence from the text might be better to include? Have you explained how that evidence connects to your controlling idea so that it is clear to the reader?
clear ideas	Read over your entire response. Are there places where you repeat the same idea? If so, could you delete them? Are there places where you could add details or words to make your ideas more clear?

Edit	***Review your writing and look for any mistakes or errors in conventions.***
Conventions	
sentence construction	Look at each sentence carefully. Are all your sentences complete sentences?
punctuation	Do all your sentences have end punctuation? Have you joined your sentences correctly?
capitalization	Have you capitalized the first word of every sentence? Did you capitalize pronoun “I”? Have you capitalized the words that were capitalized in the text?
grammar	Read aloud your response quietly to yourself. Are there any places that just don’t sound right? Do you use the same verb tense in all of your sentences?
spelling	Are there any words that you are unsure of the spelling? Use a dictionary to check the spelling. Review your writing for commonly mistaken words (homophones & a lot).