

REVISING CHECKLIST

1. Is the thesis idea intelligent and clearly stated?
2. Is the main idea of every paragraph directly related to the thesis?
3. Is every paragraph fully developed, with plenty of specific examples or illustrations relating to the topic sentence?
4. Do all of my ideas flow coherently? Is every transition easy to follow? Are there perhaps too many transitions?
5. Is every word, every sentence, completely clear?
6. Is every sentence well structured and accurately worded?
7. Is my introduction pleasing? Does it make clear what the paper will be about without giving all the content away?
8. Is the concluding sentence emphatic or at least convincing?
9. Have I accomplished my purpose? Does the paper make the point I set out to prove?
10. Have I used formal English throughout (if required)?
11. Is the manuscript form acceptable?
 - a. Have I double-spaced throughout?
 - b. Did I leave at least one-inch margins on all sides, including top and bottom?
 - c. Have I prepared a title sheet (if requested to do so)?
12. Have I mixed up any of these easily confused words?

its / it's	their / they're	were / where	lie / lay
effect / affect	suppose / supposed	out / are	
your / you're	woman / women	use / used	
to / too / two	prejudice / prejudiced	then / than	
who's / whose	accept / except	cite / site	
13. Have I carelessly repeated any word?
14. Have I carelessly left any words out?
15. Have I used the proper punctuation at the end of every sentence?
16. Have I spelled every word correctly?