

STRUCTURED REVISION

TASK 1. ASSESSMENT

Words/Diction* (Review Only Words)

Are all words used correctly?

Are all words used specifically?

Are all words denotative rather than connotative?

Are there any demonstrative structures which cause confusion?

Are there any words which are overly informal or colloquial?

Are there dangling or misplaced modifiers?

Are there any possible homonym concerns?

Is there any sexist language?

Does the diction reflect the audience's level of understanding/vocabulary?

Phrases* (Review Only Phrases)

Are phrases used correctly before, after, or inside sentences?

Are phrases used intentionally to help to describe the context of the clause?

Could any words be relocated to better service the phrase?

Sentences/Syntax *(Review Only Sentences)

Are there fragments?

Are sentences combined appropriately?

Are there run-ons?

Are there comma splices?

Are you able to locate a subject and verb for every sentence?

Are all sentences active? Objects are objects and not passive subjects?

Are all sentences complete?

Are all sentences punctuated correctly?

Does each sentence maintain a one-idea to one-sentence ratio? Are there any sentences needing to be unpacked (broken into multiple sentences)?

Do any sentences begin with expletives?

Do any sentences contain split infinitives?

Are all sentences positively constructed? (No double negatives)

Could any words be relocated to better service the sentence?

Are any forms of dialogue or quotations presented in quotation marks?

Have you included parenthetical citations for any quotations or paraphrases made?

Paragraphs* (Review Only Paragraphs)

Are your paragraphs a sufficient length? (not underdeveloped or too long)

Is there a variety of kinds of sentences (simple, compound, complex)?

Is there a variety of types of sentences (declarative, imperative, interrogative)?

Does the paragraph maintain the same tense?
Does the paragraph maintain mostly the same point of view/voice/speaker?
Do sentences maintain a sense a parallelism?
Does the paragraph read well without any irregular pauses? Is there a rhythm present?
Do all sentences maintain similar structure when lists are present?
Does the paragraph have a topic sentence?
Does the paragraph maintain a supporting structure for the topic sentence?
Does the paragraph contain any tangents or diverging thoughts/material?
Could any ideas be relocated to better service the paragraph and its message?
Do you have words, phrases, or clauses which help to direct or move the reader? In other words, do you have transitory elements as needed? Are conjunctive adverbs or other transitional phrases present to help to lead the reader along (e.g. next, furthermore, however, in addition, etc.?)
Is any quoted or paraphrased material well-cited?

Document* (Review the Document)

Is the introduction sufficient for the reader to understand the purpose of the paper?
Is the conclusion sufficient to help the reader to feel a sense of closure and want to keep pondering the topic after reading?
Do you require a bibliographic page (e.g. Works Cited, References, or Bibliography)?
Is the page formatted correctly in accordance with a source documentation system format?
Do you require a cover-page? (Note: The Modern Languages Association does not require a cover-page)
Is there a better arrangement or organization which might be more effective for the information?
Could any paragraphs be relocated to better service the document?

Discourse* (Read Conventionally)

Have you established a clear purpose/intent for your work?
Have you effectively engaged your potential audience?

Argumentative

Do you have a thesis statement or claim?
Does your thesis statement or claim have sufficient qualification/quantification?
Do you have adequate points of support?
Do you have natural proof (facts, evidence, laws, etc)?
Do you have artificial proof (use of creditability, emotional appeals, or reasoning used to encourage persuasion towards your thesis/claim)?
Do you recognize the opposing viewpoint and effectively refute it?
Are there any logical fallacies in your argument?

Narrative

Do you establish a setting (time and place)?
Do you establish your characters?

Do you have effective description and vividness? Are there enough modifiers (Adjectives/Adverbs)?

Do you establish context (purpose/intent)?

Referential

Do you define any necessary terms?

Do you describe any necessary processes?

Have you maintained your aim/focus through the work?

Have you added any headings which are needed to help to direct the reader to appropriate sections? Are those headings used correctly in accordance with your source documentation system?

TASK 2. ORNAMENTATION

Word/Diction-Based Ornamentation

Can words be exaggerated for effect?

Are euphemisms needed as a substitution for a challenging concept?

Are there places where affectation might be appropriate to engage the audience?

Sentence/Syntax-Based Ornamentation

Are there areas where a metaphor might be appropriate?

Are there areas where a simile might be appropriate?

Are there areas where personification in an example might be appropriate?

Are there areas where a rhetorical question might be asked?

Are there other tropes which might be applicable to the writing based on its intent/purpose?

Paragraph-Based Ornamentation

Are there areas where anaphora might be appropriate?

Are there areas where epistrophe might be appropriate?

Are there areas where alliteration might be appropriate?

Are there areas where antithesis might be appropriate?

Are there areas where polysyndeton/asyndeton might be appropriate?

Are there areas where basic repetition or other schemes might be applicable to the writing based on its intent/purpose?

TASK 3. EDIT

Have you cut unnecessary material?

Have you added necessary material?

TASK 4. REVIEW

Peer-Review

Have you had a peer, writing consultant, tutor, or relative review your work in regards to content and surface-level errors/concerns (e.g. grammar, style, formatting)?

Digital-Review

Have you conducted a spelling-check and/or grammar-check on your document?

Self-Review

Have you read the paper aloud? If you paused on anything, did you reexamine that section/element of your paper?

TASK 5. REWRITE

*Assumes that students are already familiar with these concepts.