## Writing: Paper Revision Checklist

### Step 1: Check Organization
- Is there an introduction?
- Does it have a thesis statement that gives direction about what's to come?
- Do my paragraphs proceed logically from one to the next?
- Are there topic sentences to transition from one paragraph to the next?
- Do my paragraphs follow a specific pattern (e.g., chronological, least important to most important)?
- Does each paragraph relate directly to my thesis?
- Can any paragraphs be combined?
- Is there a concluding statement that is appropriate to the thesis?

### Step 2: Check Material
- Is my support adequate?
- Is enough information given so that my reader will understand clearly?
- Is any material unnecessary or inappropriate for the thesis?
- Have I repeated any information?
- Is the material accurate?

### Step 3: Check Expression
- Have I been concise? If not, refer to suggestions given in class.
- Can I eliminate any conversational or colloquial phrases? ex: “blind as a bat”
- Have I chosen specific words?
- Have I experimented with new vocabulary?
- Have I used vague terms like “thing” or “big”?
- Have I deleted terms like “so” and “very”?
- Have I varied the length of my sentences?
- When referring to a literary piece (article, book, essay, report) or an author's opinion, have I used the present tense?

### Step 4: Check Final Items
- Have I credited my sources and referred to each within my paragraphs?
- Have I used the correct bibliographical form?
- Have I numbered the pages?
- Have I used correct punctuation AND had someone proof read for me?