REVISION CHECKLIST

Use this checklist to gauge your progress in revising your work. Make a check mark in each box as you complete the task.

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PUBLISHING™

☐ I put away my draft for (at least) 24 hours before beginning my revisions.

☐ I read my draft aloud to look for these problems:
- missing articles (*a, an, the*)
- run-on sentences
- redundancies
- unrealistic dialogue

☐ I asked someone else to read my work, and I incorporated his or her suggestions into my revision.

For authors of essay and research papers
☐ I checked for the following elements:
- a clear thesis or main idea
- examples to support my argument

☐ I ~~painstakingly~~ identified my adverbs and cut out all ~~very~~ unnecessary ones.

☐ I reviewed my speech tags.

☐ *To be or not to be. That is the question.* I checked for weak verbs and instances of passive construction; I replaced them with strong verbs and active voice.

☐ I used a thesaurus to vary my word choices.

☐ I checked my verb tenses for consistency.

☐ I ran spell-check.

☐ I proofread my work for misspellings, misplaced or missing punctuation, and grammar mistakes.

☐ I gave my work a title, numbered my pages, and included my name, grade, and subject.

Score Yourself

10–12	✓	Aces!
7–9	✓	Close, but you need more revision work.
4–6	✓	OK start. Keep going.
1–3	✓	Rewind, review, revamp, revise!

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