

REVISING CHECKLIST

Use this checklist as a guide for revising rough drafts. Answer each question below with one of the following symbols: Y (Yes), S (Somewhat), N (No). (Use the questions in parentheses to help you achieve a “yes” for each point.) Turn in this sheet with each final draft of an assigned essay, and compare your evaluation with mine when you receive my comments on your final draft.

Idea	1	KH	2	KH	3	KH
1. Does the essay have a clear, properly limited and interesting thesis? (Is it an assertion about something and not just a statement of fact? Can you easily restate your thesis out loud?)						
2. Is the thesis adequately supported? (Is the support in the essay, or is it filed away in the writer's mind?)						
3. Are probable objections to the thesis anticipated and dealt with? (Does the thesis make “sweeping generalizations” that almost everyone will object to?)						

Organization	1	KH	2	KH	3	KH
1. Does every paragraph support the thesis and help to build the reader's confidence in it? (Is the thesis developed and defended, or is it merely restated over and over in different words? Does the essay stick to the thesis, or does it digress and wander away from the main point?)						
2. Does the first paragraph attract the reader's attention? (Is the opening interesting, or is it just another boring, blunt statement of the thesis?)						
3. Have you made logical connections between your ideas? (Did you slow down?)						
4. Does each paragraph make an interesting point to illustrate your main idea?						
5. Are paragraph breaks appropriate and linked with smooth transitions?						
6. Do you have any long paragraphs that could be divided?						
7. Have you avoided repeating yourself?						
8. Will your conclusion satisfy your reader? (Does it sum up [you don't want this] or extend your argument [you do want this]?)						

Style & Grammar	1	KH	2	KH	3	KH
1. Have you reviewed your drafts and writing exercises for your common grammar/style problems and corrected them in your essay?						
2. When you read your work aloud, does it read smoothly?						
3. Have you avoided wordiness? Have you used language efficiently?						
4. Have you “said what you mean” and avoided vague or confusing statements?						
5. Have you varied your word choice of words and sentence patterns?						