

**Academic Success Center
Thomas Jefferson University
East Falls Campus**

REVISION CHECKLIST

WRITING TO TASK

- ✓ All aspects of the paper (content, format, types of evidence, etc.) follow the professor's instructions and fulfill the aims of the assignment.

STRUCTURE

- ✓ The paper has a clear thesis.
- ✓ Every main idea is introduced by a topic sentence.
- ✓ The structure of the paper is appropriate to the assignment.

ORGANIZATION

- ✓ Main points are presented in a logical order.
- ✓ Effective transitions link separate points between and within paragraphs.

DEVELOPMENT

- ✓ Every main idea is explained as fully as is necessary for a reader to follow along.
- ✓ Evidence is introduced clearly and interpreted for the reader.

LANGUAGE USE

- ✓ Style and tone are appropriate for the assignment.
- ✓ Word choice is specific and precise.

DOCUMENTATION

- ✓ Quotes are accurate, embedded smoothly, and cited correctly.
- ✓ Paraphrases are completely in my own words and are cited correctly.
- ✓ End documentation (Works Cited, Reference list) is accurate and complete.

STYLE

- ✓ Prune your prose! Cut out unnecessary words, phrases, or details.
- ✓ Eliminate repetition wherever possible.

PROOFREADING

- ✓ Grammar and punctuation are correct.
- ✓ Spelling is correct.

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Additional Revision Strategies

Read your draft aloud

- An especially helpful strategy is to read your paper aloud: not mumbling, but at full volume, as if you were reading to an audience. When you stumble over a sentence, mark the spot. Something is probably wrong there and you will want to return to it later.
- Make sure that the words you read aloud are actually on the page. When reading aloud, people often unconsciously fill in missing words, etc.
- Some readers like to read aloud into a recorder and then re-read their draft while playing back the recording. Consider trying this at least once to see if it works for you, as it can be a very powerful editing technique.

Read your draft backward

- It might seem strange, but another powerful editing technique is to read your paper backward, word-by-word, from end to beginning.
- This strategy works because when you read forward, you focus on the big picture and often skip right past sentence-level errors. Reading backward takes you away from the paper's overall meaning and lets you to focus on the details of the essay, particularly words, sentences, and punctuation