**Revising Checklist**

Use this checklist each time you revise your writing.

**Does the writing follow an effective plan?**

\_\_\_\_ Does the writing follow my list, outline, or graphic organizer?

\_\_\_\_ Do I remember my audience?

\_\_\_\_ Does the writing have a clear purpose (to explain, to describe, to persuade)?

\_\_\_\_ Does the writing connect to the audience?

**Is all the important information included?**

\_\_\_\_ Does the topic sentence or thesis statement name the focus?

\_\_\_\_ Do details help the reader understand the ideas or story?

\_\_\_\_ Does the writing answer the reader’s main questions?

**Is the writing focused?**

\_\_\_\_ Does the writing remain focused from start to finish?

\_\_\_\_ Does the writing avoid repetition?

\_\_\_\_ Does the writing avoid information not related to the subject?

**Do all parts work well?**

\_\_\_\_ Does the beginning get the reader’s attention?

\_\_\_\_ Are all ideas clearly worded?

\_\_\_\_ Does the writing show, not just tell?

\_\_\_\_ Does the ending give the reader something to think about?

**Do all parts appear in the best order?**

\_\_\_\_ Do the most important points stand out?

\_\_\_\_ Do details appear in the best possible order?

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