**Checklist** for Revising and Editing

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| Name: |  | Date: |  |

Follow these tips to make large-scale revisions to your essay and small-scale edits to polish it.

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|  | **Pace yourself.** If possible, set your draft aside for a day or two before you review it. Everything looks much clearer with a fresh set of eyes. Also make sure that other sets of eyes—including your instructor’s—see your work throughout the revising and editing process. (Conferencing is an essential part of the revising process.) |
|  | **Think globally at first, considering the ideas and organization of your writing.** Look for gaps in the overall development of your work.   * Is your explanation, argument, or analysis complete? * Do the basic parts work together and focus on one main point? * Does your essay follow one of the basic patterns of development? * Do you need to carry out additional research? |
|  | **Then carefully examine specific parts for ideas and organization.**   * Does the opening paragraph draw the reader into the essay and state your thesis? * Have you supported each main point with effective examples and analysis? * Does the closing tie up any loose ends and help the reader appreciate the significance of your essay? |
|  | **Check for other key traits of writing, including voice, word choice, and sentence fluency.**   * Do you sound confident and knowledgeable? * Is your voice appropriate for your audience and purpose? * Are the nouns and verbs specific? * Do the ideas read smoothly? |
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|  | **Lastly, carry out a close editing for conventions**. Check your revised writing for accuracy before preparing a final copy. Also proofread your final copy for errors before submitting it. |