**Checklist** for Revising and Editing Position Papers

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| Name: |  | Date: |  |

Use this checklist as you revise and edit your position paper. Make changes until you can check off each trait under “REVISING.” Also have a peer reviewer check these traits. Then switch to “EDITING” with the help of a peer editor.

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| **REVISING** | |
|  | **Ideas** Have I clearly stated my position? Does my support demonstrate thorough research? Do I defend my position against objections? |
|  | **Organization** Does each part of my essay work well (beginning, middle, and ending)? Does the middle logically organize my support? Does my ending convince the reader of my point of view? |
|  | **Voice** Have I created a persuasive voice? |
|  | **Words** Do I use precise nouns and active verbs? |
|  | **Sentences** Do I use different types and kinds of sentences? |
| **EDITING** | |
|  | **Conventions** Have I used correct punctuation, capitalization, spelling, and grammar? |