**Checklist** for Revising and Editing Problem-Solution Essays

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

Use this checklist as you revise and edit your problem-solution essay. 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.

|  |
| --- |
| **REVISING** |
|  | **Ideas** Have I discussed all aspects of the problem? Have I realistically presented the solution? Have I addressed objections? |
|  | **Organization** Does my beginning introduce the problem? Does the middle explain the problem and present the solution? Does the ending sum up the analysis? |
|  | **Voice** Have I created an interested and knowledgeable voice? |
|  | **Words** Have I defined technical terms and concepts? |
|  | **Sentences** Have I included a variety of sentence lengths and types? |
| **EDITING** |
|  | **Conventions** Have I used correct punctuation, capitalization, spelling, and grammar? |