**Revising Checklist**

Use this checklist as a guide when you revise a first draft. Remember: Wait until all of your ideas are clear and complete before you try to correct spelling, punctuation, or grammar errors.

\_\_\_\_ **Does my writing focus on an interesting part of my topic or on a certain feeling I have about it?**

\_\_\_\_ **Does the information in my writing follow a method of organization?**

\_\_\_\_ **Do I need to add any information?**

\_\_\_\_ Do I need to add details to make my beginning clearer or more interesting?

\_\_\_\_ Do I need to add ideas to support my topic?

\_\_\_\_ Do I need to make my closing more effective?

\_\_\_\_ **Do I need to cut any information?**

\_\_\_\_ Do any of my details not belong?

\_\_\_\_ Do I repeat myself in any parts?

\_\_\_\_ Do I say too much about a certain idea?

\_\_\_\_ **Do I need to rewrite any parts?**

\_\_\_\_ Do some sentences sound unclear?

\_\_\_\_ Do I need to reword any explanations?

**\_\_\_\_ Do I need to reorder any parts?**

\_\_\_\_ Do any ideas or details seem out of place?

\_\_\_\_ Does the most important point come near the beginning or near the end?

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