Revising Checklist

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| Name: |  | Date: |  |

Use the following checklist as a guide when you revise a first draft. Add, cut, rewrite, and rearrange information until all of the traits are working effectively.

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| **Did I express a strong IDEA?** |
|  | Did I narrow the topic enough to cover it properly? |
|  | Did I focus on an interesting part of my topic? |
|  | Did I include all the details readers need to know? |
| **Did I use clear ORGANIZATION?** |
|  | Did I create a strong beginning, middle, and ending? |
|  | Did I use an effective method of organizing my details? |
|  | Did I use transitions to connect my ideas? |
| **Did I use my natural VOICE?** |
|  | Did I show a true interest in the topic? |
|  | Did my voice connect personally with my reader? |
|  | Did I sound sincere and knowledgeable? |
| **Did I choose the best WORDS?** |
|  | Did I use specific nouns and active verbs? |
|  | Did I use modifiers that clarify or add color to my ideas? |
| **Did I create smooth-flowing SENTENCES?** |
|  | Did I vary my sentence lengths and beginnings? |
|  | Did I create sentences that are easy to read and flow smoothly? |