



Palm Beach Atlantic University  
Center for Writing Excellence

## REVISION CHECKLIST

### Thesis

Since your thesis statement is the central argument of your essay, it must be concise and well-written.

- ✓ Does your thesis convey to the reader that the claim being offered has been thoroughly explored and is defensible by evidence?
- ✓ Does it make a claim or argument, or is it merely an opinion statement?
- ✓ Does it answer the "what" question (what is the argument?) and give the reader a clue as to the "why" question (why this argument is the most persuasive)?

### Content and Introduction

- ✓ Is your title interesting?
- ✓ Is your main idea narrowed enough to be covered in depth?
- ✓ Are your opening lines appealing enough to hook the reader?
- ✓ Will your reader learn something new from your paper?

### Paragraphs

- ✓ Is each paragraph made up of sentences that all relate and come together to make one solid point?
- ✓ Does each paragraph support the thesis statement?

### Sentences

- ✓ Are your sentences grammatically correct?
- ✓ Have you synthesized run-on sentences?

### Formatting

- ✓ Have you maintained consistent and correct format throughout the entirety of the paper?
- ✓ Does the paper adhere perfectly to established MLA, APA, or Turabian standards?

### Organization

- ✓ Have you organized your paper in a sensible, logical, or creative way to suit your purpose?
- ✓ Do you have enough support for your main idea?
- ✓ Does all the information relate to your main idea? Have you eliminated unneeded, irrelevant information?

- ✓ Are effective transitions used to connect your details and examples to help your reader follow your points easily?
- ✓ Does the conclusion provide a satisfying sense of closure? Does it provide the proper emphasis?

### Style

- ✓ Are precise words used instead of vague ones?
- ✓ Is concrete (sensory) language used when appropriate?
- ✓ Would similes and metaphors make an explanation clearer or a detail more vivid?
- ✓ Are a variety of sentence structures and length used?
- ✓ Have you checked for unnecessary repetition (especially linking verbs and pronouns)? Have you cleared out the clutter?

### Mechanics

- ✓ Have you checked end punctuation ( . ? !)?
- ✓ Do you have reasons for using the commas you have inserted?
- ✓ Have you checked for semi-colons or commas with conjunctions between related sentences
- ✓ Have you used dashes, colons, and quotation marks correctly?
- ✓ Have you checked spelling and word usage, especially sound-alikes, verb tenses, and pronouns?

### Overview

- ✓ Are you satisfied with your paper? Have you created the impression you wanted to make for the reader?

### Other Tips

- ✓ Read your paper out loud to yourself and a friend. Have a friend read it out loud to you.