

## Draft Revision Checksheet (for self or peer revision)

Student: \_\_\_\_\_

✓ = Good; ? = Questionable / could be improved; ✗ Problem needs addressing

### Title

- ☐ Compelling, **conveys topic** and suggests writer's perspective on it.

### Introduction

- ☐ Establishes **topic, texts** to be discussed, writer's **purpose** and perspective.
- ☐ **Identifiable thesis.**
- ☐ Appropriate **focus. Debatable.** (Not too broad, too narrow, or unclear?)
- ☐ Thesis/Body Relationship: Body follows the promise of the introduction. Key body ideas are forecast by the introduction.

### Body

- ☐ **Argument and purpose clear:** (No excessive summary?)
- ☐ **Organization:** Ideas developed logically within appropriately sized paragraphs.
- ☐ **Transitions:** Argument flows from one paragraph to the next, utilizing transitional phrases or sentences if necessary.
- ☐ **Content and Comprehension:** Writer communicates his/her understanding of the material and develops substantial ideas.
- ☐ **Conclusion:** Conclusion brings the argument to a close, gathering up loose ends, and solidifying the claim.

### Mechanics and Form

- ☐ **Free of run-on** sentences or sentence fragments?
- ☐ Writer has **avoided contractions** (isn't, it's, etc.), abbreviations (fem., 19th, etc.), and other habits inappropriate to formal writing.
- ☐ **Margins** 1 inch only, the **font** a 'normal' 12 point size, and the line **double-spaced**?
- ☐ Writer **avoided frequent repetitions** of "I," "I feel that," and "in my opinion"?
- ☐ **Tone** is academic.
- ☐ Writer has avoided use of the **passive voice** (eg. It **is** believed that many people do not speak proper English)?
- ☐ Other **mechanical, spelling, or grammatical** mistakes are few and minor.

### Assignment Specific Questions

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Content: 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1  
Organization: 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1  
Mechanics: 10 - 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1

*"Revision" will also be a criterion for your final draft.*