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.

Sources

☐ **Quality of usage**. Sources advance argument. Effective use of concepts, insights, and quotations from critical texts?
☐ **Number** and form: Sufficient number of **academic** sources.
☐ Referenced using **MLA parenthetical form** (Voloshinov 41) in the text and fully cited, in alphabetical order, on the last page.

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 aslo be a criterion for your final draft.