

Revising and Editing Tips

Using the checklist below, you can begin revising and editing your paper

Highest Concern



1. Assignment instructions/rubric

- Have you reviewed the professor's instructions/rubric for the assignment?
- Do you understand what you are required to do?

2. Thesis statement or focus

- Does the paper have a thesis statement?
- Can you offer a one-sentence explanation or summary of the assignment?

3. Audience and purpose

- Who is the audience of the assignment?
- What is the goal of the assignment?
- Does the purpose match the assignment?

4. Development

- Are there gaps in evidence or information?
- Is anything unclear or are any points in need of additional support?

5. Organization

- Does the assignment progress in a logical way? Should any part be reorganized?

6. Sentence structure

- Are there any run-on sentences or fragments?
- Does the sentence structure help make the meaning clear?

7. Word choice

- Are your words appropriate for your audience and the purpose of your paper?
- Can you replace complex terms with simple concrete words?

8. Punctuation

- Does your punctuation help or hinder your reader?
- Do you need to review punctuation rules?

9. Spelling

- Are there any words underlined by your word processing software?

Lowest Concern

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