Revision and Editing Checklist: Grade 7

Revise for...

Informational Text
Clarity
- clear thesis/controlling idea
- facts, details support thesis/controlling idea
- obvious conclusion/decision
- clear/concise

Organization
- appropriate and purposeful organizational pattern
- fluid sentence and paragraph transitions
- varied sentence structure

Development
- communicates understanding/importance
- word choice (purposeful and precise)
- written in a fresh way

Argumentative Text
Clarity
- clear, arguable claim
- uses various types of evidence to support claim
- convincing conclusion
- clear/concise

Organization
- appropriate/purposeful organization
- fluid sentence and paragraph transitions
- varied sentence structure

Development
- communicates importance/insight
- word choice (purposeful/precise/powerful)
- written in a fresh way

Literary Text
Clarity
- obvious theme/message
- details and events support the plot and theme
- clear/concise

Organization
- appropriate/purposeful plot sequence
- plot, setting and characters connect in a meaningful way
- fluid sentence and paragraph transitions
- varied sentence structure

Development
- word choice (purposeful and precise)
- language contributes to tone, mood and voice
- written in a fresh way

Edit for...

Capitalization
- first letter in a sentence
- pronoun "I"
- names
- months, days of the week
- official titles of people
- holidays
- salutation and conclusion of a letter
- geographical names, places, historical periods, events
- documents, languages, races, and nationalities
- titles of books, stories, and essays
- proper nouns, including abbreviations, initials, acronyms, and organizations

Punctuation
- end of sentences
- commas with items in a series, dates
- commas in compound and complex sentences
- commas to set off transitions and introductory elements
- commas to set off words, phrases, and clauses
- quotation marks in dialogue
- apostrophes in contractions and possessives
- italics and underlining for titles and emphasis

Spelling
- high frequency/commonly used words
- commonly misspelled words
- special words
- commonly confused terms

Usage
- complete sentences (avoidance of splices, run-ons, fragments)
- subject-verb agreement
- parts of speech
  - verb tenses
  - noun forms
  - comparative and superlative adjectives
  - adverbs
  - prepositional phrases and their influence on subject
    verb agreement
  - pronouns
  - pronoun-antecedent agreement
  - coordinating conjunctions to form compound subjects, predicates and sentences
  - subordinating conjunctions to form complex sentences and correlative conjunctions such as
    either/or and neither/nor