Revision and Editing Checklist: English I

Revise for...

Informational Text

Clarity
☐ clear thesis/controlling idea
☐ facts, examples support thesis
☐ obvious conclusion/decision
☐ clear/concise

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

Development
☐ language informs and shapes understanding/importance
☐ word choice (purposeful and precise)
☐ written in a fresh way

Argumentative Text

Clarity
☐ clear, arguable claim
☐ clear appeals and counterargument
☐ convincing conclusion
☐ clear/concise

Organization
☐ appropriate/purposeful organizational design
☐ fluid sentence and paragraph transitions
☐ varied sentence structure

Development
☐ language informs and shapes importance/insight
☐ word choice (purposeful/precise/powerful)
☐ written in a fresh way

Literary Text

Clarity
☐ obvious theme
☐ details and events support the plot and theme
☐ clear/concise

Organization
☐ appropriate/purposeful plot sequence
☐ literary elements connect in a meaningful way
☐ fluid sentence and paragraph transitions
☐ varied sentence structure

Development
☐ expresses excitement, suspense, humor, etc.
☐ 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
☐ commas in nonrestrictive phrases and clauses
☐ quotation marks in dialogue
☐ apostrophes in contractions and possessives
☐ italics and underlining for titles and emphasis
☐ colons, semicolons, dashes, and parentheses to set off phrases and clauses

Spelling
☐ high frequency/commonly used words
☐ commonly misspelled words
☐ special words
☐ commonly confused terms – its/it’s, affect/effect, there/their/they’re, and to/two/too

Usage
☐ complete sentences (avoidance of unintentional splices, run-ons, fragments)
☐ subject-verb agreement
☐ parts of speech
  ☐ verb tenses to include passive and active voice
  ☐ 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