Revision and Editing Checklist: English III

Revise for...

**Informational Text**
- **Clarity**
  - clear thesis/controlling idea
  - facts, examples, commentary and summary support thesis
  - obvious conclusion/decision
  - clear/concise

- **Organization**
  - appropriate and purposeful organizational design
  - 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 and call to action
  - 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 and 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 tense
  - noun forms
  - comparative/superlative adjectives and article
  - adverbs
  - prepositions and prepositional phrases
  - pronouns
  - pronoun-antecedent agreement
  - subordinating conjunctions to form complex sentences
  - correlative conjunctions such as either/or and neither/nor
  - coordinating conjunctions to form compound subjects and predicates
  - coordinating conjunctions to form compound sentences