Revision and Editing Checklist: English IV

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, names, months, days of the week, official titles of people, holidays, and pronoun "i"
- 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
- correct punctuation at the end of sentences
- commas with items in a series, dates, compound and complex sentences, transitions, introductory elements, and 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 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

bold = new to grade
v. 4.7.20