Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revising & Editing Checklist

Checklist for **REVISING** Written Work

\_\_\_\_\_ Is my header correctly formatted and in the correct location?

\_\_\_\_\_ Do I have a strong and descriptive title?

\_\_\_\_\_ Do I set up the topic in my introduction?

\_\_\_\_\_ Is my thesis the last sentence of my introduction?

\_\_\_\_\_ Is my thesis formatted correctly?

\_\_\_\_\_ Are there any sentences that do not make sense?

\_\_\_\_\_ Are there any sentence fragments?

\_\_\_\_\_ Have I made good word choices? (strong, descriptive, precise, lively, interesting)

\_\_\_\_\_ Do the sentences flow well?

\_\_\_\_\_ Are specific and correct details included?

\_\_\_\_\_ Does the writing make sense?

\_\_\_\_\_ Is this my best work?

Checklist for **EDITING** Written Work

\_\_\_\_\_ Have I read over my work?

\_\_\_\_\_ Have I used spell check to check that all words are spelled correctly?

\_\_\_\_\_ Have I used grammar check to check that I used correct grammar?

\_\_\_\_\_ Are there 5-8 sentences in each paragraph?

\_\_\_\_\_ Did I indent the first sentence of each paragraph?

\_\_\_\_\_ Is punctuation used correctly?

\_\_\_\_\_ Is all of my writing in past tense?

\_\_\_\_\_ Does each sentence give a complete thought?

\_\_\_\_\_ Have I used capitals when needed?

\_\_\_\_\_ Have I organized my writing into the correct number of paragraphs?

\_\_\_\_\_ Have I taken out any use of contractions?

\_\_\_\_\_ Have I taken out any use of questions within my written work?

\_\_\_\_\_ Have I written out all numbers under 100 (except for those in reference to documents)?

\_\_\_\_\_ Did I take out any use of “in conclusion,” “that is why,” or other similar phrasing?

\_\_\_\_\_ Have I taken out any use of “I,” “my,” “me,” “you,” “your,” “you’re” or other similar words?