Revision: At 11:01-Without the Writing Center

Revision Tips:

- Make an outline of your paper. Do you complete the assignment? Does your thesis encompass your argument? Are you missing anything? Do you provide adequate evidence?

- Read your paper aloud—it will help you notice awkward wording, grammatical errors, and sentence flaws.

- Look at the overall paper’s, each paragraph’s, and every sentence’s structure, organization, and relevance.

- When you read your paper, follow along with your finger or a pencil—this will help you to focus on spelling and smaller errors.

- Pay special attention to frequently misused words: to/too/two; there/they’re/their; effect/affect; your/you’re; its/it’s.

- Look at your paper from the audience’s point of view. Will a reader be able to understand and follow your paper?

- Look back at past papers and read the professor’s comments. Take note of frequent mistakes and work to eliminate these.

Basic Revision:

___Does your paper align with the prompt? Does it follow all of the criteria and requirements and does it answer all of the questions?

___Does your paper follow the required format? (MLA, Chicago, APA)

___Do you have page numbers, a correct heading, and a title?

___Have you reread your paper?

___Have you done a spell-check?

___Do you have a bibliography?

___Do you have a thesis?

___Are you making a claim? Do you have an argument?

___Do you have a clear introduction and conclusion?

___Can you identify topic sentences in each body paragraph?

___Do you avoid plot summary?

___Do you use quotes and other forms of evidence?
Thesis:
___Is your thesis a one statement sentence which presents your argument and directs your reader through your paper?
___Is your thesis conspicuously located (at the end of the introduction)?
___Is your thesis an assertion someone could disagree with?
___After rereading your paper, does your thesis accurately present your argument? (revise your thesis, if not.)

Quotations:
___Are all of your quotations and paraphrased ideas cited properly?
___Do you analyze all quotations (why does the reader need to see these words)?
___Have you avoided floating quotations (quotations which stand alone in its own sentence)?
___Are all of your quotations necessary? Do you avoid integrating long quotes only to take up space (if you are using quotations in this way, it is obvious to your professor)?

Organization:
___Do you break up your thoughts into proper paragraphs?
___Do you keep each idea in a separate paragraph?
___Do you use topic sentences in every paragraph?
___Do you use transitions to make your paper cohesive?
___Are your paragraphs arranged in a logical order?

Mechanics/Punctuation:
___Do you use commas properly (avoiding comma splices)?
___Do you use other forms of punctuation correctly?
___Do all of your sentences have a subject, verb and object: She (subject) ran (verb) to the house (object)
___Do you avoid run-on sentences? Could long sentences be broken down into separate sentences?
___Have you double-checked all spelling?