Revision Worksheet

1. Revise to see the big picture.

A. Does the project meet the assignment?

i. Is it the required length?\_\_\_\_\_\_

ii. Does it use the number of sources required?\_\_\_\_\_\_

B. Does the project reach its intended audience?\_\_\_\_\_\_

i. Does it use the right tone (attitude) and vocabulary?\_\_\_\_\_\_

ii. Does it use the right kind of sources?\_\_\_\_\_\_

C. Does the project do justice to its subject? (Ask a trusted friend for his/her opinion, and review models from the text.)\_\_\_\_\_\_

2. Edit to make the paper flow.

A. Does the organization work for the reader?

i. Is the structure clear to readers?\_\_\_\_\_\_

ii. If the project needs a thesis, does it have one that readers can identify readily and will find challenging?\_\_\_

iii. Are the paragraphs coherent? Pay particular attention to the opening sentences in those paragraphs: They must both connect to what you just wrote and preview the upcoming material.\_\_\_\_\_

B. Does the paper have smooth and frequent transitions, not only at the beginning of paragraphs but also throughout the whole project? \_\_\_\_ See the chapter on transitions if you have questions.

C. Is the paper readable?\_\_\_\_ Review the chapters on style and apply those suggestions to the paper at this stage.

3. Edit to get the details right.

A. Is the format correct down to the details (research paper)?\_\_\_

B. Are the grammar and mechanics right?\_\_\_\_\_ Check for your habitual errors.

C. Is the spelling correct?\_\_\_\_\_\_\_ Read through it to check mistakes the spell-checker missed.