



# REVISING & EDITING CHECKLIST

Name \_\_\_\_\_ Essay Topic \_\_\_\_\_

## 1. ORGANIZATION

### Introduction

- Introduction begins with an attention grabber or hook.
- Introduction has at least three sentences.
- Introduction ends with a clear thesis statement.

### Body

- There are at least three body paragraphs (each indented).
- Each body paragraph has a topic sentence.
- Each body paragraph has at least three main ideas.
- Each body paragraph has a conclusion sentence.

### Conclusion

- The conclusion paragraph is at least three sentences.
- The conclusion paragraph restates the thesis statement.
- The conclusion paragraph answers “So what?” or makes a broad generalization.

## 2. COHERENCE

- The ideas flow logically and make sense.
- Transitions are used correctly.
- There are no awkward parts.
- The essay is interesting.

## 3. IDEAS/CONTENT

- Everything in the essay supports the thesis statement.
- There is enough supporting evidence for each body paragraph.
- Descriptive and precise words are used.
- Sentence structure is varied (a mix of simple, compound, and complex sentences).

## 4. GRAMMAR AND MECHANICS

Point out any of the following that you find:

- . Misspelled words
- . Grammatical mistakes
- . Punctuation errors
- . Run-on Sentences
- . Fragments