

Revising and Editing Checklist

(adapted from: Junior Language Arts OAIP)

Reasoning *(For use before writing)*

- T Why am I doing this piece of writing?
- T Who is going to read it? (teacher, classmates, parents...)
- T What do I want my audience to know after reading this piece?
- T How do I want the reader to feel while reading?
- T How might I present it? (make a book, read it aloud, display...)
- T Do I need to gather any information before beginning?
- T Should I talk this over before beginning? (class expert on the topic, friend, group, teacher...)
- T How will I begin? (make a list, paint a picture, read a book...)



Revision

(For use after the first draft and subsequent drafts)

Communication

Content:

- T Have I included everything I want to write about ?
- T Have I put in enough detail to make it interesting?
- T Is there anything I should take out?
- T Is there anything I should move?
- T Is there anything I should add?
- T Is there any information I should check?
- T What questions might a reader ask me about this piece of writing?

Style:

- T Will the opening grab the reader's attention?
- T Will the readers feel the way I want them to feel?
- T Have I used the best words to create the effect I want?
- T Are there places where I could use dialogue?
- T Does the ending finish the piece off well?

Organization

- T Did I focus on a specific topic?
- T Does my piece have a beginning, middle, end, and a title?
- T Are my ideas in a good order?
- T Have I put things that go together in the same paragraph?



Editing

(For use before final draft)

Application

- T Will I share this piece of writing? How?
- T Do I need to write out a final draft?
If so:
 - T Have I left out any words?
 - T Have I repeated some words too often?
 - T Are my sentences clear?
 - T Have I varied my sentences?
 - T Have I used paragraphs?
 - T Have I used capital letters appropriately?
 - T Have I used the correct punctuation? (periods, commas, question marks, exclamation marks, quotation marks...)
 - T Are there any words I need to check for correct spelling?
 - T Do I need to have someone conference with me?
 - T How will I make this piece attractive for the reader?

