



## Revising Checklist

Use the following checklist as a guide when you review and revise a first draft.

'	<b><i>Did I focus on a certain part of my subject, instead of trying to say everything about it?</i></b>
'	<b><i>Do I need to add any information?</i></b> T Do I need to add a topic sentence, or a sentence that states the main idea of my writing? T Do I need to add any important details? T Do I need to add a closing or concluding sentence?
'	<b><i>Do I need to cut any information?</i></b> T Did I include any details that don't support my main idea? T Have I repeated myself in any parts? T Have I said too much about a certain idea?
'	<b><i>Do I need to rewrite any parts?</i></b> T Are there ideas or sentences that are unclear or confusing? T Did I do too much telling and not enough showing? T Could I improve my explanation in a certain part?
'	<b><i>Do I need to reorder any parts of my writing?</i></b> T Do any ideas or details seem to be out of place? T Did I place my most important point in the best spot? T Did I follow an effective method of organization?