

## 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?