

FREE ✓ CHECKLIST

For Revising & Editing Student Essays

Revision and Editing Checklist

Name: _____

Introduction

- | | |
|--------------------------|--------------------------------|
| ☐ | Does it have an engaging lead? |
| ☐ | Does it have a clear thesis? |
| ☐ | Does it flow smoothly? |

Body Paragraphs

- | | |
|--------------------------|---|
| ☐ | Does every paragraph support the thesis? |
| ☐ | Are they organized in a logical manner? |
| ☐ | Does the thesis work to set up the body paragraphs? |
| ☐ | Does every paragraph have a topic sentence? |
| ☐ | Does each paragraph feel fully developed? |
| ☐ | Is there more you want to know? |

Conclusion

- | | |
|--------------------------|---|
| ☐ | Does it connect back to the introduction with insightful comments or analysis? |
| ☐ | Does it connect to the points made in the body paragraphs with insightful comments or analysis? |
| ☐ | Does it wrap up the writing and/or give the reader something to think about? |

Style and Conventions

- | | |
|--------------------------|---|
| ☐ | Does the author use the same tense throughout the paper (past or present)? |
| ☐ | Are grammar, spelling and punctuation correct? |
| ☐ | Are there any trite or boring words used? Replace them with words and phrases that paint pictures in the reader's mind. |
| ☐ | Are the sentence beginnings varied? Point out any words, phrases or grammatical patterns that are repeated. |
| ☐ | Look for and correct other common errors such as your vs. you're, their vs. they're vs. |

Leave any additional comments for the writer below:



Revising An Essay Checklist

J Ma



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