

GUIDE TO REVISION

High School Version

Use the checklist below to help you revise your rough draft before you copy it into your writing folder.

IDEAS AND CONTENT

- My paper has a clear purpose or makes a point.
- I choose clear details and examples to help the reader understand my message.
- I stick to the main idea. I leave out details that do not matter.
- I am writing about something I know.

ORGANIZATION

- My introduction would make a reader want to keep reading.
- I tell things in an order that makes sense and I begin paragraphs in the appropriate places.
- Details in my paper go together.
- My paper ends in a good spot. It doesn't stop suddenly or drag on too long.

VOICE

- My writing shows what I really think and feel.
- I like what I have written.
- My writing sounds like me, and not like someone else.
- I have thought about my reader.
- I have tried to make my writing clear to the reader.

WORD CHOICE

- The words I choose will make my meaning clear.
- My words paint a picture in the reader's mind.
- I have tried to find my own way to say things.
- Sometimes I have tried to say something in a new or different way.

SENTENCE FLUENCY

- My sentences make sense. They are clear.
- I vary the length of my sentences.
- Sentences begin in different ways. (They do NOT all begin with the same words.)
- My paper would be easy to read out loud.

CONVENTIONS

- My capitalization and punctuation are correct.
- I have used correct grammar which contributes to the clarity of my paper.
- I have checked the spelling of the words I am unsure about.
- I have proofread my paper.