

## *Revision Checklist*

### **Format:**

- One-inch margins and left alignment
- Header and page number on top right of every page
- Heading with name, course and section, professor, and date on first page
- Unique title centered
- Times New Roman size 12 font double-spaced
- Works Cited begins on new page

### **Coherence:**

- Address the prompt
- Stay on topic
- Develop a unique angle
- Reflect the purpose
- Consider the context
- Show sensitivity to the audience

### **Structure:**

- Distinctive introduction and conclusion
- Fitting thesis that responds appropriately to prompt
- Three body paragraphs with topic sentences supported and developed through details
- Insightful commentary that correlates to the thesis statement
- Thoughts logically arranged with applicable transitions
- Meet the minimum length requirement

### **Research:**

- Meet the minimum requirement for sources
- Use the correct type of sources specified (scholarly, primary, database)
- All sources pass the CRAAP test (no blogs, wikis, social media, study guides)
- All sources have correct MLA citations on the Works Cited page
- All sources have correct MLA in-text citations (parenthetical references)
- Source material is effectively integrated into the student's writing

- Direct quotes and paraphrases used correctly and distinguished
- Proper attribution maintained to prevent plagiarism (i.e. no intellectual property or copyright infringement)

#### **Grammar, Syntax, Punctuation, and Word Usage:**

- Active voice
- Subject-verb agreement
- Pronoun agreement
- Varying sentence structure
- All sentences have at least one independent clause
- No run-on sentences or fragments
- Conjunctions used correctly to combine clauses
- Prepositional phrases used correctly
- Apostrophes used with possessive nouns
- Colons used for lists, definitions and explanations, and long quotes
- Commas used with compound sentences, introductory elements, nonessential sentence elements, series, offsetting quoted material, coordinate adjectives, locations, dates, and numbers
- Dashes and parentheses instead of commas when applicable or desired
- Adjectives separated with commas or hyphens when necessary
- Double quotation marks used around all quoted material
- Single quotation marks used within quoted material
- Semicolons only used for compound sentences and series with excess commas
- Proper nouns capitalized
- College-level spelling and vocabulary
- Diction creates a seemly writing style

#### **Communication Quality:**

- Original, consistent voice
- Sophisticated tone
- Individual style
- Creative thinking