

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 seemingly writing style

Communication Quality:

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