

Worksheet: Revision Checklist

Organization

- Is the aim of the review clearly stated?
- How many sub-topics do I have?
- Did I overlap or repeat any sub-topics?
- Did I leave any relevant information out?
- Why did I talk about the topics in this order? Should the order be changed?
- are the transitions between paragraphs smooth?
- Is there any extraneous/tangential information?
- Is all jargon appropriately defined at first use?

Sub-topics and Paragraphs

- Is there a topic sentence? Does it support the sub-topic?
- Are the transitions between paragraphs smooth?
- Is all information relevant to the (sub)topic?
- Do the examples support the (sub)topic?
- Are there too many examples?
- Does each sub-topic have a clear conclusion?

Sentences

- Are all definitive statements cited?
- Is the point of each sentence clear?
- Are any of the sentences too complex?
- Did I change “have/has been shown to be” to “are/is”?
- Does the reader have all the information needed to understand the point?
- Did I use a grammar checking software like Grammarly?