

Checklist: Revising Your Document

Directions: Use this checklist to keep track of your activities as you revise your document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
<input type="checkbox"/>	1. <i>Review your research writing situation.</i> Ask whether your document helps you achieve your purposes, addresses your readers' needs and interests, meets your requirements, effectively works around limitations, and takes advantage of opportunities.
<input type="checkbox"/>	2. <i>Consider your argument and ideas.</i> Ask whether your document provides a clear and appropriate thesis statement and whether your argument and ideas support your thesis statement and are consistent with your roles.
<input type="checkbox"/>	3. <i>Consider your use and integration of source information.</i> Ask whether you have offered adequate support for your points, considered reasonable opposing viewpoints, integrated and acknowledged your sources, and distinguished between your work and that of other writers.
<input type="checkbox"/>	4. <i>Consider the structure and organization of your document.</i> Ask whether the introduction is clear and concise, clearly conveys your main point, and helps your readers anticipate the structure of your document. Ask as well whether the organizational structure is easy to follow, paragraphs are easy to read, and transitions are effective. Ask whether the conclusion provides more than a summary of the document.
<input type="checkbox"/>	5. <i>Use effective revision strategies.</i> Create multiple drafts to preserve earlier work; review your document to assessing its argument and organization; get feedback from other writers.

Notes: