

Revision & Editing Checklist for Book Reports

Use this checklist to revise, edit, and polish your book report before submission. Ensure clarity, accuracy, and strong writing.

1 CONTENT & IDEAS

- 2 ● Did I clearly summarize the book without giving unnecessary details?
- 3 ● Have I accurately described characters, themes, and important events?
- 4 ● Did I include strong examples, quotes, or evidence from the text?
- 5 ● Is my analysis thoughtful and supported by details?
- 6 ● Does my conclusion provide insights, not just a summary?

7 STRUCTURE & ORGANIZATION

- 9 ● Does my introduction include the book title, author, and main idea?
- 10 ● Is my report organized into clear paragraphs?
- 11 ● Does each paragraph focus on one main idea?
- 12 ● Are transitions smooth between ideas and sections?

13 STYLE & CLARITY

- 15 ● Is my writing clear and easy to understand?
- 16 ● Did I avoid repetition and unnecessary filler?
- 17 ● Have I used formal, academic language where appropriate?
- 18 ● Do I vary sentence structure for better readability?

19 GRAMMAR & MECHANICS

- 21 ● Did I check for spelling errors?
- 22 ● Are punctuation and grammar correct?
- 23 ● Did I use proper verb tense throughout?
- 24 ● Are names, places, and book titles capitalized correctly?

25 FORMAT & CITATIONS

- 27 ● Did I follow the required format (MLA, APA, etc.)?
- 28 ● Are quotes cited correctly?
- 29 ● Is my bibliography/reference page formatted properly?

30 FINAL CHECK

- 32 ● Does the report meet the required length?
- 33 ● Did I remove any unclear or awkward sentences?

34 ● Have I reread the entire report out loud to check flow?

35 ● Is the final document neat and ready to submit?

