

Revision Checklist

Content & Ideas

- Does the piece answer the prompt or topic fully?
- Are all main ideas clear and well-supported with relevant evidence?
- Is anything missing that the reader may need to understand the point?
- Are there any irrelevant or repetitive sections?

Organization & Structure

- Is the introduction clear and engaging?
- Do paragraphs follow a logical order?
- Does each paragraph have a clear topic sentence and focus?
- Are transitions smooth and effective?
- Does the conclusion provide closure without adding new information?

Clarity & Style

- Are sentences clear, concise, and easy to follow?
- Is the tone appropriate for the assignment?
- Are word choices precise and academic where needed?
- Is the writing free from redundancy?

Grammar & Mechanics

- Are punctuation, spelling, and grammar correct?
- Are verb tenses consistent?
- Are citations and formatting correct (APA/MLA/Chicago as required)?

Final Checks

- Does the paper meet the required word count?
- Are headings, spacing, and margins formatted correctly?
- Is the final draft polished and professional?