

Revision Checklist for Classification Essays

Tier 1: Content Revision

Ensure your essay effectively communicates ideas and that categories are **consistent, balanced, and distinct**.

1. **Consistency of Categories**
 - Each category follows the same organizing principle.
 - Items within each category share clear, identifiable traits.
 - Avoid overlapping or redundant categories.
2. **Balance Across Categories**
 - Categories are proportionate in detail and length.
 - No category dominates or is underdeveloped.
3. **Distinctness of Categories**
 - Each category is clearly distinguishable from the others.
 - Avoid vague or ambiguous category labels.
4. **Relevance of Examples**
 - Each example supports the category clearly.
 - Avoid irrelevant or weak examples.
5. **Accuracy and Validity**
 - Verify factual accuracy for research-based examples.
 - Ensure examples are representative of the category.

Tier 2: Structural Revision

Check that your essay flows logically, transitions are smooth, and the structure aligns with your thesis.

1. **Thesis-Body Alignment**
 - The thesis statement clearly states categories and organizing principle.
 - Each body paragraph reflects a category mentioned in the thesis.
2. **Paragraph Order**
 - Categories are presented in a logical or strategic order.
 - Consider order for **contrast, importance, or progression**.
3. **Topic Sentences**
 - Each paragraph begins with a clear topic sentence identifying the category.
4. **Transitions Between Paragraphs**
 - Use transitional phrases to link categories smoothly.
 - Avoid abrupt shifts between paragraphs.

5. Introduction and Conclusion

- Introduction sets up the organizing principle and categories.
- Conclusion summarizes categories and insights.

Tier 3: Style Revision

Focus on language, sentence structure, word choice, and grammatical correctness.

1. Sentence Variety

- Mix short and long sentences for rhythm and readability.
- Avoid repetitive sentence structures.

2. Word Choice and Clarity

- Use precise, specific language for categories and examples.
- Avoid vague or overly general terms.

3. Grammar, Punctuation, and Mechanics

- Check for subject-verb agreement, tense consistency, and punctuation errors.
- Remove unnecessary words and redundancies.

4. Consistency in Tone

- Maintain formal academic tone throughout the essay.
- Avoid slang, casual language, or abrupt changes in voice.

5. Readability and Flow

- Sentences and paragraphs should flow naturally.
- Ensure the essay is easy for the reader to follow.

Printable Revision Checklist Table

Tier	Checkpoint	Completed (✓)
Content	Categories consistent with organizing principle	
Content	Categories balanced in detail	
Content	Categories distinct from each other	
Content	Examples relevant and strong	
Content	Facts and examples accurate	
Structure	Thesis aligns with body paragraphs	
Structure	Paragraph order logical	
Structure	Topic sentences clear	
Structure	Smooth transitions between paragraphs	
Structure	Introduction and conclusion complete	
Style	Sentence variety maintained	
Style	Word choice precise and clear	
Style	Grammar, punctuation, mechanics correct	
Style	Tone consistent and formal	
Style	Overall readability and flow	