

# Revision Checklist Template

**Purpose:** To guide writers through a comprehensive review of their draft, focusing on content quality, organization, clarity, style, and mechanics.

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## 1. Content Quality

- ☐ Does the essay fully address the prompt or topic?
  - ☐ Are all arguments, examples, or points well-supported with evidence?
  - ☐ Is there a clear thesis or central idea?
  - ☐ Are ideas original, insightful, and relevant?
  - ☐ Are unnecessary or off-topic details removed?
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## 2. Structural Organization

- ☐ Is there a clear introduction, body, and conclusion?
  - ☐ Does each paragraph focus on a single main idea?
  - ☐ Are topic sentences present and effective?
  - ☐ Are transitions between paragraphs smooth and logical?
  - ☐ Does the essay flow in a coherent, easy-to-follow order?
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## 3. Clarity and Style

- ☐ Are sentences clear, concise, and easy to read?
  - ☐ Is word choice precise and appropriate for the audience?
  - ☐ Are repetitive words or phrases avoided?
  - ☐ Is the tone consistent and suitable for the essay type?
  - ☐ Are figurative language or stylistic techniques used effectively (if applicable)?
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## 4. Mechanical Correctness

- ☐ Are grammar, punctuation, and spelling correct?
- ☐ Are capitalization and formatting consistent?

- ☐ Are citations and references properly formatted (MLA, APA, Chicago, etc.)?
  - ☐ Are numbers, dates, and other factual details accurate?
  - ☐ Has the essay been proofread carefully for typos and errors?
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## **5. Final Review**

- ☐ Read the essay aloud: Does it sound natural and coherent?
  - ☐ Does the essay leave a strong impression on the reader?
  - ☐ Have all feedback and self-identified issues been addressed?
  - ☐ Is the final draft polished, professional, and ready for submission?
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This template can be printed or used digitally, with checkboxes allowing writers to mark each item as they revise. It ensures no critical aspect of the essay is overlooked.