

SELF-REVISION CHECKLIST

- ☐ Edit every sentence for simplicity and clarity.
- ☐ Check to make sure none of your sentences are too long.
- ☐ Hack away at the unessential.
- ☐ Remove generalities and jargon.
- ☐ Check for grammar.
- ☐ Check for repeated words.
- ☐ Get rid of the passive voice.
- ☐ Get rid of as many forms of the verb “to be” or “to have” as you can.
- ☐ Cut as many prepositional phrases as you can.
- ☐ Always proofread.