

Checklist: Revision Questions

To help you identify possible revisions, these questions ask you to think about the draft from the audience's point of view:

- Have I included all of the content necessary for my purpose?
- Is the length and amount of detail appropriate for the purpose and the audience?
- Are there any gaps or redundancies in the content?
- Can my readers easily follow the logic of the writing?
- Are the sentences of each paragraph in a logical order?
- Is my tone appropriate to the audience and occasion?