

REVISION CHECKLIST

Revise Your Document in Three Stages

1. Be Clear

Organization

- Subject line/title
 - Includes signal word
 - Summarizes do/know
- Setup
 - Is necessary
 - Is short
- Purpose (do/know)
 - Is clear
 - Is up front
 - Includes deadlines
- Preview
 - Supports purpose (do/know)
 - Is prioritized for readers
 - Is parallel
- Headings/subheadings
 - Are informative
 - Are parallel
- Details (content)
 - Are relevant to purpose and readers
 - Are prioritized for readers
 - Are complete
- Review
 - Restates purpose (do/know)
 - Restates deadline
 - Includes contact number

Tone (feel)

- Supports purpose
- Is courteous

Design

- Is based on Four-Box Format
- Uses emphasis/highlights
 - Readable font style and size
 - Headings, subheadings
 - Lists
 - White space
 - Boldface, underlining, italics
 - capitals, color
 - Clear visuals with informative captions

2. Be Concise

Paragraphs

- Use one major idea per paragraph
- Include topic in opening sentence
- Include lists when possible
- Use six lines maximum

Sentences

- Keep short
- Use active voice
- Use strong verbs
- Avoid false subjects

Words

- Avoid gobbledygook
- Cut wordy phrases
- Avoid redundant words
- Solve word problems

3. Be Correct

Spelling

- Use a spell checker
- Use a current dictionary
- Read words in reverse order
- Create memory aids

Punctuation

- Check accuracy of:
 - Apostrophes
 - Colons
 - Commas
 - Dashes
 - Hyphens
 - Quotation marks
 - Semicolons

Grammar

- Use:
 - Correct subject-verb agreement
 - Correct verb tense
 - Clear pronoun reference
 - Appropriate pronoun case
 - Complete sentences
- Avoid:
 - Dangling/misplaced modifiers
 - Run-on sentences