

## REVISION CHECKLIST

<b>Main Components</b>		<b>Citations</b>	<b>Voice &amp; Style</b>
<p><b>Prompt:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did you follow <i>all</i> of the assignment instructions?</li> <li><input type="checkbox"/> Appropriate page length? (Minimum page length + the Works Cited?)</li> <li><input type="checkbox"/> Did you include references to primary and secondary sources?</li> <li><input type="checkbox"/> Does your essay include <a href="#">summary</a>, <a href="#">critique</a>, <a href="#">analysis/synthesis</a> as directed in the prompt?</li> </ul> <p><b>Introduction:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do the opening sentences draw the reader in?</li> <li><input type="checkbox"/> Do you provide adequate context for the topic/ theme?</li> <li><input type="checkbox"/> Do you formally introduce the text (film or novel) your essay will analyze?</li> <li><input type="checkbox"/> Does the introduction lead your reader clearly to your thesis?</li> </ul> <p><b>Thesis:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is your thesis specific and focused using precise word choice?</li> <li><input type="checkbox"/> Does your thesis make a point worth considering? In other words, does it answer what the significance of your argument is? Does it go beyond observation (for example, <i>Annihilation</i> uses the uncanny) to make a claim (<i>Annihilation</i> uses the uncanny to_____.)</li> </ul>	<p><b>Topic Sentences:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do your paragraphs begin with <a href="#">topic sentences</a> that clarify the argument for the paragraph?</li> <li>• Avoid beginning body paragraphs with quotes, plot summary, generalizations, or facts.</li> </ul> <p><b>Body Paragraphs:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does each paragraph have a single topic or point?</li> <li><input type="checkbox"/> Do you develop your claims thoroughly with evidence, reasons, or examples?</li> <li><input type="checkbox"/> Do all the ideas in your paragraph flow together and prove or illustrate your topic sentence?</li> <li><input type="checkbox"/> Have you made adequate <a href="#">transitions</a> from paragraph to paragraph?</li> <li><input type="checkbox"/> Is each paragraph related to your main idea or thesis?</li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does your conclusion begin with a brief summation of your thesis/main points?</li> <li><input type="checkbox"/> Does your conclusion reflect on the importance of your topic to the reader/society?</li> <li><input type="checkbox"/> Does your conclusion leave your reader with something meaningful to think about?</li> </ul>	<p><b>Direct Quotations:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did you <a href="#">integrate the quotes</a> with a signal phrase:  In “Nutritionism,” Michael Pollan argues, “ “ (42).  OR a lead-in sentence:  Langston Hughes creates an optimistic tone through the speaker’s emphatic belief that America can still become a land of opportunity: “ “ (lines 7-8).</li> <li><input type="checkbox"/> Did you cite your quotations using proper <a href="#">MLA formatted in-text citations</a>? For example: <ul style="list-style-type: none"> <li>• (Pollan 42)—texts with author and page #</li> <li>• (Roberts)—texts with author but no page #, usually a web source.</li> <li>• (“Anthropocene”)—text with no author or page #. Use a shortened version of the text’s title.</li> </ul> </li> <li><input type="checkbox"/> If you have <a href="#">block quotations</a> (quotes that extend over four typed lines), did you format them correctly?</li> </ul> <p><b>Paraphrasing &amp; Summarizing:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you cite the information you paraphrased or summarized from sources with in-text citations?</li> <li><input type="checkbox"/> Did you check your document to make sure that any ideas taken from another source were cited? Failure to cite ideas taken from sources is a form of <a href="#">plagiarism</a>.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do you avoid overly casual language or clichés?</li> <li><input type="checkbox"/> Does your paper sound appropriately academic? In other words, if you use <a href="#">varied vocabulary</a>, do the words fit the context of your sentences?</li> <li><input type="checkbox"/> Are your sentences clear, precise, and easy to understand?</li> <li><input type="checkbox"/> Any <a href="#">unnecessary wordiness</a>?</li> <li><input type="checkbox"/> Do your ideas flow logically from one idea to the next?</li> </ul> <p style="text-align: center;"><b>Format</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is your paper formatted according to <a href="#">to MLA guidelines</a>? Appropriate header? Page numbers? Title?</li> <li><input type="checkbox"/> Do you have a Works Cited that is MLA formatted?</li> <li><input type="checkbox"/> Do you use 12 pt. Times New Roman Font?</li> <li><input type="checkbox"/> Do you use 1” margins?</li> </ul> <p style="text-align: center;"><b>Proofreading</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did you <a href="#">proofread</a> your paper for grammar, spelling and punctuation errors? <ul style="list-style-type: none"> <li>• <a href="#">Commas and Semicolons</a></li> <li>• <a href="#">Punctuation: a Brief Overview</a></li> </ul> </li> <li><input type="checkbox"/> Did you read your essay aloud to catch syntax or awkward phrasing issues?</li> </ul>

\*All underlined text are active links to on-line sources.