

Stages of REVISION

I. BIG STUFF: Thesis statement (clarity, location, effectiveness), logical fallacies, assignment parameters

II. Overall organization

A. Unity

--Does each paragraph have a clear topic sentence?

--Does each sentence relate to that topic sentence?

--Does each topic sentence relate to the thesis statement?

B. Development

--Is each topic sentence sufficiently developed?

--Does the essay provide enough evidence and supporting detail for the thesis statement? too much?

C. Coherence

--Does each paragraph lead logically into the next? Are there any gaps in logic within or between paragraphs?

III. Introduction, conclusion, and title

IV. Style—sentence variety, word choice, conciseness, action, parallelism, etc. Is the essay lively, engaging, and original?

Stages of EDITING

I. Sentence faults (comma splices, fused sentences, fragments)

II. Pronoun use (vague PNs, PN shifts, PN agreement)

III. Punctuation (especially apostrophes and commas)

IV. Subject-verb agreement; other grammatical problems

PROOFREADING

Check for format (spacing, font, margins, page numbers, etc.), spelling, typographical errors, homonym mistakes, etc.

Tips to help you catch your errors:

1. Read your paper aloud.

2. Use a ruler to help you focus on one line at a time.

3. Read the paper backwards, sentence by sentence.

**4. PUT YOUR PAPER AWAY FOR A WHILE before you proofread it.