

Appendix M: Checklist for Revising and Editing Writing

A Checklist for Revising and Editing Writing

Content	
Issues in the topic have been addressed	
Purpose of the writing has been attained	
Important relevant concepts have been analyzed and defined clearly	
Different viewpoints have been considered	
Reasons or evidence given to support a major point are relevant and convincing	
Examples or elaborations are relevant and clear	
The line of reasoning is well developed and clearly laid out	
Organization	
- Overall structure	
The introductory paragraph gives the background or context to the writing	
The main theme or topic is identified at the beginning	
The writing has a good overall structure with an effective introduction, a clear body and a convincing conclusion	
The concluding paragraph highlights or summarizes the important points and / or restates one's stance	
- Paragraph structure	
Paragraphs show a logical sequence of ideas	
Sequencing of ideas or arguments within a paragraph is sensible	
Each paragraph has a main idea which is related to the main theme, topic or issue	
Each paragraph is well developed with facts, details, examples, elaborations, explanations, personal experience and / or observation to support the main idea concerned	
- Coherence and cohesion	
Coherence is achieved. The global plan of the writing is clear so audience can follow the development of ideas easily	
Cohesion is achieved. Transitional words or phrases used effectively show the relationship between sentences and paragraphs, linking one sentence /	

paragraph to the next	
Grammar	
- Sentence structure	
Compound and / or complex sentences are used effectively	
Connectives between and within sentences are used effectively	
A variety of sentence structures is used appropriately and correctly	
Complete sentences are used. There are no run-on sentences, sentence fragments or comma splices	
- Language accuracy	
Proper punctuation	
Appropriate use of prepositions	
Correct subject-verb agreement	
Correct subject-pronoun agreement	
Correct spelling	
Correct use of tenses	
Correct use of active voice and passive voice	
Vocabulary	
Appropriate choice of words	
Proper word usage	
Register	
Tone and style are appropriate for the context and purpose of writing	
Conventions	
Appropriate referencing system is accurately followed throughout	
Sources are appropriately referenced throughout	
Information from sources is critically and appropriately integrated into the text	
Audience	
An awareness of audience is shown and generally maintained	