

Revision

Revision is the final step to take before handing in the assignment: to re-read the assignment and improve on the content or language style. Its goals are:

- To examine the paper one final time in order to catch minor or even serious mistakes in the writing;
- To enable an effective and accurate presentation of ideas;
- **To make the paper as good as it can be by making certain that the arguments are strong and the written expression is accurate.**

Basic revision steps

- Read the **introduction** and the **conclusion**.
- Read the **entire paper**, ensuring the logic of ideas as well as the coherence between paragraphs and sections.
- Make sure that the **quotations** support the arguments and verify the **references**.
- Correct **grammar** and **punctuation**.
- Verify cover page and **bibliography**.

Remember:

- Different students require different levels of revision. If you know that you have several different writing difficulties, it might be very valuable to revise multiple times, each time focusing on a specific difficulty. It is potentially effective to **read the assignment out loud to yourself** as you may hear the mistakes more easily than see them.
- It is important to leave time between the completion of the final draft and beginning revision; ideally, it is effective to wait at least 24 hours before revising to be able to examine the assignment with a new perspective.

Content Revision Checklist

Specific Assignment Questions:

1	Did I follow the assignment instructions?	
2	Did I follow all format requirements made by the professor?	
3	Did I narrow down my topic adequately?	
4	Did I follow my thesis?	
5	Did I follow my outline?	
6	Did I stay on topic?	
7	Are my ideas well organized?	
8	Are my sections presented in a logical order?	
9	Did I reference my sources accurately?	

Introduction Questions:

1	Did I include an effective lead-in statement or statements to my thesis?	
2	Is my thesis statement clearly indicated?	
3	Are my main arguments defined accurately and clearly?	
4	Does my introduction reflect what will be presented in the paper?	

Main Body Questions:

1	Did I restrict my paragraphs to dealing with one idea in each?	
2	Do my paragraphs relate directly back to my thesis?	
3	Are my paragraphs too short? [less than 3 sentences long?]	
4	Are my paragraphs too long? [longer than half of a page?]	
5	Are my ideas and examples relevant?	
6	Did I include effective transitions between my ideas?	
7	Did I use effective sources to prove my arguments?	

N.B. your paragraphs can be grouped into sections:

8	Do I have topic sentences for each section?	
9	Did I include a concluding sentence for each section?	

Conclusion Questions

1	Did I summarize my main arguments?	
2	Did I summarize my thesis?	
3	Did I give my reader a final thought related to the topic to think about?	

Referencing considerations:

1	Did I reference any sections, sentences or ideas taken or paraphrased from an outside source?	
2	Was I consistent with my referencing style?	
3	Did I use quotes accurately and appropriately in my text?	
4	Do my quotes effectively support my argumentation?	
5	Did I include all of my sources in my Bibliography/Works cited page?	

Content Revision Checklist

Grammatical Considerations:



1	Are there any terms that I am uncertain about? (If so, look them up in a dictionary or in a grammatical text.)	
2	Did I take into consideration my professors' and writing advisor's comments from any previous assignments?	
3	Did I use formal (or academic) vocabulary?	
4	Did I avoid slang and biased vocabulary?	
5	Was I aware of homonyms (such as whether/weather)?	
6	Did I include transitional words to make connections between ideas?	
7	Did I remain consistent in my verb tenses (present/past) throughout my paper?	
8	Did I use commas, periods, colons, semi-colons and apostrophes correctly?	
9	Is my spelling accurate?	
10	Are some of my sentences too lengthy?	
11	Do I only have one idea per sentence?	
12	Are my sentences complete ideas?	
13	Are there many ambiguous words like "it", "they" or "them" where I should describe the exact person or object?	
14	Did I correctly capitalize?	

Special considerations for second language learners:



1a	Can I identify my count and non count nouns?	
1b	After examining my nouns, did I use the right articles?	
2	Do my subjects and verbs agree?	
3	Did I use a dictionary to verify my vocabulary choices?	
4	Are my prepositions correct? Did I use a dictionary to verify usage?	
5	Did I avoid overly repeating certain words?	

Bibliography:

Troyka, Lynn Quitman. *Simon & Schuster Handbook for Writers: First Canadian Edition*. Scarborough: Prentice Hall Canada, 1996.