

## Revision Checklist

During revision, you will want to make sure that several areas have been addressed.

- Try working on a second copy—a new Word document—of your essay; knowing you have a backup may make you feel more comfortable taking stylistic and structural risks when revising.
- Use this revision checklist as part of the process (print or refer to in a separate window).
- Allow time to reflect and to discuss your ideas and changes with classmates, tutors, and your instructor.

## Revision Tech-Boosters

- If you know how to insert comments with Word's “comment” feature, that may help you juggle new ideas.
- Use [Write OutLoud](#) or [ReadPlease](#) to hear your essay and think more about your readers' reactions to it.

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### 1. Thesis—You must have a thesis. Here's one way to picture an argumentative thesis:

ISSUE + POSITION + REASON = THESIS

E.g., The minimum wage should be raised because it is too low for workers to afford the basic necessities.

Does the thesis need to be adjusted so that is more clear and forceful? Where and how?

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### 2. Does the intro paragraph establish the topic and issue and patiently set up readers for the thesis?

What else should happen in the opening to make it more engaging and clear?

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### 3. Does each body paragraph have a topic sentence and stick to one point?

Do the body paragraphs of your argument offer good reasons and evidence to back your thesis? Does the paragraph arrangement or sequence make sense?

Where should the reasoning be made clearer?

Where is more evidence—more detail—needed (to show, not just tell)?

Where should quotes be used—not dumped--to enhance the points?

Where should opposing views be recognized and played off of?

Does the body end on a strong note?

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### 4. Does the conclusion refer back to the issue and position and review the support given?

Where might the conclusion “echo” something offered in the intro (to make the essay come full circle)?

Where might the conclusion be adjusted to sound more energetic?

Where might another attempt persuade readers be worked in?

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### 5. Does the argument have enough style?

Where might transitions help the flow?

Where might signal phrases be used more effectively to set up quotations?

Where is more sentence variety needed?

Where might repetition help?

Where can the parallel structure be improved?