

REVISE YOUR PAPER

Now it's time to take a fresh look at your paper and revise the parts that need changing. Revising your paper is like fine-tuning - you're making sure that the way it looks, the way it reads, and the information it contains are exactly right.

Use these checklists to help revise your paper. Check off each item as you complete it.

Content

- ☐ The introduction clearly states the main idea.
- ☐ The introduction catches the reader's interest.
- ☐ The body has enough information to support the main idea.
- ☐ The report contains all of the facts readers need to know.
- ☐ The ideas and information are important and stick to the point.
- ☐ Readers can understand what I am saying.

Organization

- ☐ Each paragraph has a topic sentence.
- ☐ Every sentence in the paragraph is related to the topic.
- ☐ Each paragraph has at least two sentences.
- ☐ Ideas flow smoothly from paragraph to paragraph.
- ☐ The order of the information makes sense.

