

Checklist for Revising a Document

- Is the purpose clear to the reader?
- Is the purpose specific in requests for information or actions?
- Is the main idea strategically placed?
- Are the ideas logically presented?
- Are there enough paragraph headings, bulleted lists, numbered lists?
- Are the paragraph headings worded for impact?
- Does each paragraph start with a topic (main) sentence?
- Does each paragraph focus on one main idea?
- Does each paragraph use appropriate transitional words?
- Does each paragraph contain 5-6 lines?
- Does each sentence contain 15-20 words?
- Does the tone convey a clear and appropriate attitude towards the topic and the readers?
- Does the writing style use mostly active voice?
- Does it need a chart, graph, or other visual aid?
- Are acronyms and technical language explained or familiar to the readers?

Checklist for Editing a Document

- Are the sentences grammatically correct? Do they avoid errors in subject-verb agreement?
- Are there any fragment or run-on sentences?
- Is the punctuation correct in the use of commas, semicolons, colons, periods and other punctuation?
- Are the sentences correct in the use of capital letters?
- Are the words spelled correctly? Did I use spell checker?
- Did someone else review it?

