

# Revision and Editing Checklist: English I

## Revise for...

### Informational Text

#### Clarity

- clear thesis/controlling idea
- facts, examples support thesis
- obvious conclusion/decision
- clear/concise

#### Organization

- appropriate and purposeful organizational pattern
- fluid sentence and paragraph transitions
- varied sentence structure

#### Development

- language informs and shapes understanding/importance
- word choice (purposeful and precise)
- written in a fresh way

### Argumentative Text

#### Clarity

- clear, arguable claim
- clear appeals and counterargument
- convincing conclusion
- clear/concise

#### Organization

- appropriate/purposeful organizational design
- fluid sentence and paragraph transitions
- varied sentence structure

#### Development

- language informs and shapes importance/insight
- word choice (purposeful/precise/powerful)
- written in a fresh way

### Literary Text

#### Clarity

- obvious theme
- details and events support the plot and theme
- clear/concise

#### Organization

- appropriate/purposeful plot sequence
- literary elements connect in a meaningful way
- fluid sentence and paragraph transitions
- varied sentence structure

#### Development

- expresses excitement, suspense, humor, etc.
- word choice (purposeful and precise)
- language contributes to tone, mood and voice
- written in a fresh way

## Edit for...

### Capitalization

- first letter in a sentence
- pronoun "I"
- names
- months, days of the week
- official titles of people
- holidays
- salutation and conclusion of a letter
- geographical names, places, historical periods, events
- documents, languages, races, and nationalities
- titles of books, stories, and essays
- proper nouns, including abbreviations, initials, acronyms, and organizations

### Punctuation

- end of sentences
- commas with items in a series, dates
- commas in compound and complex sentences
- commas to set off transitions and introductory elements
- commas to set off words, phrases, and clauses
- commas in nonrestrictive phrases and clauses
- quotation marks in dialogue
- apostrophes in contractions and possessives
- italics and underlining for titles and emphasis
- colons, semicolons, dashes, and parentheses to set off phrases and clauses

### Spelling

- high frequency/commonly used words
- commonly misspelled words
- special words
- commonly confused terms – its/it's, affect/effect, there/their/they're, and to/two/too

### Usage

- complete sentences (avoidance of **unintentional** splices, run-ons, fragments)
- subject-verb agreement
- parts of speech
  - verb tenses to include passive and active voice
  - noun forms
  - comparative and superlative adjectives
  - adverbs
  - prepositional phrases and their influence on subject verb agreement
  - pronouns
  - pronoun-antecedent agreement
  - coordinating conjunctions to form compound subjects, predicates and sentences
  - subordinating conjunctions to form complex sentences and correlative conjunctions such as either/or and neither/nor