

Editing and Revision Check List

Name: _____

Title of Work/Assignment: _____

To change the color of text, select it and then choose the color from the toolbar at the top of the document.

_____ 1. Run Spell Check and then correct any words. If there is word that you aren't sure about change the color of the word to **ORANGE**.

_____ 2. Change the color of the first word and the last word in each sentence and the end punctuation to **RED**. This will give you a picture of your sentence lengths.

_____ 3. Look at your **RED** markings of the first word in each sentence. Make sure no more than THREE sentences begin with the same word in your essay. If your paper is only one paragraph, no more than TWO sentences should begin with the same word.

_____ 4. Change the color all of the remaining words in each Topic Sentence to **PURPLE**. Leave the **RED** words alone.

_____ 5. If your document is an ESSAY, change the color of the remaining words in your Thesis Sentence to **BLUE**. Leave the **RED** Words alone.

_____ 6. Make sure that you have left an extra line between each paragraph OR that you have indented the first word in each paragraph. Think about how long your paragraphs are and if they need more sentences.

_____ 7. Use **GREEN** to add and to identify details. Add adjectives, sentences, and even whole paragraphs. Your draft should look very **GREEN** when you are done!

_____ 8. Highlight your favorite sentence with **YELLOW**. Write a quick note at the bottom of your paper (use: Ctrl + m) about why this is your favorite. I'll let you know which one was mine when I read it, too.

_____ 9. Read it aloud or listen to it being read to you using <http://vozme.com>. If it doesn't make sense, add what is missing, clean up what is confusing, and then read it again. Listen to your text for incorrect grammar. Editing makes a difference!

_____ 10. Look at your paper one more time. Have you found EVERYTHING that you can improve to make it ready for a reader to enjoy?

When done, turn this paper in. Do this for each of your completed documents. Well done!