

Aquinas Writing Advantage

Homeschool Connections, from the 9-Series Foundational Courses
REVISING & EDITING – TWO CHECKLISTS

Revision Checklist

“Revising” happens directly after creating your first Rough Draft. Revising includes changing whole sections, adding or removing sentences or phrases, and rearranging content. It also includes making sure your content is complete, “in order,” and cohesive.

IS IT LINEAR?

- **The Entire Essay:** Check the overall essay content. Does your rough draft follow the flow that you created in your outline? Are the ideas in “the best order”?
- **Paragraphs:** Check inside paragraphs. Is the information presented “in a line,” with nothing missing? Do the sentences of the paragraph line up with PEAS?

EMPHASIZING KEY POINTS

- **The Entire Essay:** Is there enough support for my claims? Do I need to add any other paragraphs? Do I need to emphasize any of my points even more?
- **Paragraphs:** Are each of my first sentences clearly a single, overarching point? Do all of the sentences that follow “stay with” the same idea – or are there extraneous ideas in the paragraph that should be removed (that don’t tie back to the first sentence)?

TRANSITIONS AND CONNECTIVES

Am I using connecting and transitioning words – those words that “glue ideas together” or “move the reader along”?

- **Between Points/Sections/Paragraphs:** Between paragraphs that change ideas, am I smoothly moving between those key ideas? Do I need to add anything, to make the transition to a new idea smoother?

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- **Within Paragraphs:** Do I use transition words within paragraphs (special words that connect and transition)?
- **Check for “jumps and skips:** Is the content choppy? Did I skip ideas or jump to a new idea too soon?

THE CONCLUSION

- **“A New Thesis Restatement”:** Does the conclusion summarize the content’s “So What” statements of each section? Remember, we aren’t simply restating the message or copying the thesis statement in a new way; we’re showing the conclusions of our ideas.
- **Use the S part of previous paragraphs’ “So What?”:** Use the last sentence of each paragraph to come up with a re-shaped thesis statement that refers to what each point means.
- **Show Impact:** How does this information impact me/the individual, the community, and the world?
- **Challenge:** Is there a challenge that is appropriate to give to the reader?
- **End Techniques:** Is there a word picture, analogy, or memorable idea that I can share that “connects” the ideas well/with impact? Can I “bookend” the HOOK idea? (Is my opening line and closing line connected in some way?)
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VOCABULARY

- **Audience Appropriate:** Is the writing and vocabulary tailored to your audience? Academic writing needs academic vocabulary.
- **Special Vocabulary:** Is there special vocabulary for this course or the topic that I can use, to show the teacher that I understand the course content?

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FORMAT

- **Font:** Did I use Times New Roman 12-point font?
- **Title:** Do I have a title, bold and centered, at the top?
- **Spacing:** Did I space in the way the teacher wanted me to? If double spaced, are the between-paragraph spaces also double spaced? Is there double spacing between my title and the first line of the text?
- **Style Guides:** If required, did I follow the correct style guide formatting? (Ex: MLA, Chicago Style, APA, AP)

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Editing Checklist

Editing happens after revision. Editing includes making sure your content is “clean” from errors, specific in its sentence structure, and has correct punctuation, grammar, and spelling.

- **Words:** Is there a word that I can change out that is more powerful?
 - **Nouns:** Are my nouns specific and strong?
 - **Verbs:** Are my verbs active/action-based?
 - **Description:** Do I give enough details? Can I add descriptive or sensory details that help the reader understand more?
 - **Vocabulary:** Is there a different “flavor” of a word that I can use that captures the reader’s attention?
- **Punctuation:** Am I using correct punctuation?
 - Commas
 - Hyphens
 - End punctuation
 - Quotation Marks: Is my end punctuation INSIDE quotation marks?
- **Capitalization:** Are proper nouns capitalized? Does every sentence begin with capitalization?
- **Sentence Structure:** Are there any run-on sentences? Are there any fragments?
- **Spelling:** Is the spelling correct? Did I run a spell check?
- **Point of View (POV):** Is the point of view in all past tense?
- **Tone:** Is the tone of my words consistent? Is the tone non-accusatory (avoiding imperatives such as *must*, *need to*, *have to*, *should*, and so on)?
- **Parallel Ideas:** When I have a list of three or more items, am I using parallelism?