

• Revision Workshop Sheet

1. What is the point of your essay?
2. Number all the paragraphs of your essay.
3. Briefly summarize each paragraph's main point
4. Is there a beginning, middle and end to your story? Mark "Beg" "Mid" "End" in the left margin. Are all the paragraphs in a logical order?
5. What tense is the essay in? (past, present, future) Is the tense consistent throughout? If not, indicate the places in the essay where it is not consistent.
6. Do you have transitions in between paragraphs and main points in your essay? Are the relationships within and among the parts of your essay clear?
7. Do you have specific details? (SHOW, not tell) Get rid of vague words; use detail.
8. How many senses did you use in your essay to describe things? Circle sense words; add, move.
9. Does the title reflect what the essay is about?
10. Look at my comments on any previous writing. Do any of them apply to this paper?
11. Rework any awkward sentences. If you have to slow down to make sense of the sentence, or stumble when you are rereading it, it is probably awkward to a reader as well.
12. Take out any unnecessary words or redundant phrases.
13. Do you make strong statements? Take out weak words.
14. Do you use an ACTIVE voice (i.e. "The dog *bit* the boy" rather than "The boy *was bitten* by the dog")?
15. Check for appropriateness or inappropriateness of conversational tone and informal language (slang, contractions).
16. Check spelling, grammar, and citation format.
17. FOR HOMEWORK: READ YOUR ESSAY ALOUD. You will catch many grammar errors, awkward sentences, slang, and just areas for improvement in style, tone, and voice.