

## Revising a Rough Draft

After you have written a rough draft; use this checklist before you make revisions for the final version of your paper.

1. Do you have an introductory paragraph that contains a thesis statement?  
The topic for this paragraph is your thesis statement.
2. Do you have fully developed body paragraphs, each one with a topic sentence?
3. Do you have enough examples, details, illustrations, and concrete facts to back-up what you say in your topic sentences?  
Use at least three examples, facts, details, etc.
4. Do your paragraphs have unity?  
This means that you do not have any ideas in your paragraph that do not relate to the topic sentence. In other words, do you stick to the same subject within the paragraph?
5. Does each paragraph have coherence?  
That is, does every sentence present a logical idea that is followed naturally by another idea in sequence? Does each sentence state a complete thought?
6. Do you make transitions (bridges) between paragraphs?  
Transitions between paragraphs are affected by sentences that lead you from one topic to the next. Frequently the topic sentence also serves as the transitional sentence.
7. Do you have a conclusion paragraph that re-creates your thesis statement and the major points of your body paragraphs?
8. Does your over-all essay give a clear idea of what you wanted to say?  
If it does not, go over the above items more carefully than you previously have done. Have someone else read your paper and give you suggestions.
9. Read your paper aloud to catch any awkward sounding sentences and to help you punctuate more correctly.
10. Proofread your paper to check your spelling, grammar appearance, style, and tone.

