

INFORMATIONAL ARTICLE: Revision and Editing Checklists

REVISION CHECKLIST:

Directions: Find, highlight, and revise these elements in your informational article.

****If you don't have one of these things, ADD it!****

- The article includes an engaging hook.
- The article includes an introduction paragraph that clearly defines the topic.
- The article includes at least three subheadings dividing the article into different sections.
- A conclusion paragraph ties main points of the article together and ends the article.
- At least one text structure (sequence, cause/effect, problem/solution, topic description, compare/contrast) is used to organize information in the article.
- Research information is clearly integrated into the text.
- The article includes at least 4 complete (4-5 sentence) paragraphs.
- The article includes a title that relates to your article and is unique/creative.

Other Revision Tasks:

Do I Need to Add Any Information?

- Do I need to add details to make my beginning more clear or interesting?
- Do I need to add any ideas to support my topic?
- Do I need to improve my conclusion to make it more effective?

Do I Need to Cut Any Information?

- Did I take out any details that don't relate to my topic?
- Did I check to make sure information isn't repeated in any parts?
- Did I say too much about any part of the topic?

Do I Need to Rewrite Any Parts?

- Did I fix any ideas that weren't clear?
- Did I check that all information is organized in a way that makes sense?
- Do I need to reword any explanations?

EDITING CHECKLIST:

- All misspelled words have been corrected with the help of your computer's spell checker.
- All sentences begin with capital letters.
- Sentences end in periods, question marks, or exclamation points.
- Dialogue is contained in quotation marks and is punctuated correctly.

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- _____ Paragraphs are indented.
- _____ Apostrophes are used correctly to show possession and for contractions.
- _____ Unnecessary words and repetition have been eliminated.
- _____ Missing words have been added.
- _____ Powerful verbs, specific nouns, and colorful adjectives and adverbs have been chosen.
- _____ Subjects and verbs agree.
- _____ Sentences are varied. (Run-on sentences have been broken up; short sentences have been combined.)
- _____ Sentence fragments have been made into complete sentences.
- _____ Sentences begin in different ways.
- _____ Proper nouns are capitalized.
- _____ Commas and semicolons are used correctly for sequences.
- _____ Strong, active verbs have been used.
- _____ Specific nouns have been used to add details.

Some things that I did well were:

An area of my writing, grammar, or conventions that I need to work to improve is: