Writing Process Step 3 – Revising your work

1. What to revise

•	Have I done what the teacher wants? (UDS)	
•	Have I avoided plagiarism?	
•	Have I expressed my ideas clearly?	
•	Have I written the required number of words?	
•	Have I written a good introduction with a main idea sentence (thesis statement)?	
•	Have I organized the body into paragraphs in appropriate order?	
•	Does each of my paragraphs have a good topic sentence?	
•	Have I excluded all irrelevant information?	
•	Do I connect my ideas with good transition words?	
•	Do I have a good variety of sentences, including complex, compound-complex?	
•	Do some of my complex sentences start with the dependent clause?	
•	Am I sure that I have no problem "sentences": fragments, run-ons, ramblings?	
•	Have I used some complex (less common) vocabulary?	
•	Do I have a good conclusion that "rounds up" the composition?	
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2. How to revise

Essential: You must understand what a main idea sentence is and what a topic sentence is.

- If you do nothing else, highlight your main idea sentence and your topic sentences. Check that they follow your outline (and therefore that your writing complies with the teacher's instructions).
- Then check that your body paragraphs contain information that develops the topic sentence with examples, explanations, etc.
- Understand the aspects of writing that you personally have difficulty with, and concentrate on those aspects to revise. Use the checklist above.
- If you have time and ambition, check each of the items in the checklist above.

Ask your teacher for advice.