Micro Revision Checklist
For free, online support, visit: https://owl.purdue.edu/owl/general_writing/index.html

Stress what counts. Identify the most important point and put it in one of the most emphatic points of the sentence, the beginning or end. Be straightforward and direct. Eliminate unnecessary words and phrase (cut out ‘deadwood’), use active verbs, use relative pronouns with caution, limit descriptors such as adverbs and adjectives, and favor short sentences and words.

  o Have you positioned what counts at the beginning or the end?
  o Are you direct, straightforward, and clear?
  o Do you announce an idea before you utter it? If so, consider chopping out the announcement.
  o Can you substitute an active verb where you use a form of be (is, was, were)?
  o Can you recast any sentence that begins There is or There are?
  o Can you reduce to a phrase any clause beginning with which, who, or that?
  o Have you added deadwood or too many adjectives and adverbs?
  o Do you see any long words where short words would do?
  o Have you kept your writing clear, direct, and forceful?

Editing and Proofreading Checklist

Grammar problems
  o Have you avoided writing sentence fragments?
  o Have you avoided writing comma splices or fused sentences?
  o Have you used the correct form for all verbs in the past tense?
  o Do all verbs agree with their subjects?
  o Have you used the correct case for all pronouns?
  o Do all pronouns agree with their antecedents?
  o Have you used adjectives and adverbs correctly?

Sentence problems
  o Does each modifier clearly modify the appropriate sentence element?
  o Have you used parallel structure where necessary?

Word choice problems
  o Have you used appropriate language?
  o Is your writing clean and concise?
  o Have you correctly used commonly confused words?

Punctuation problems
  o Have you used commas correctly?
  o Have you used apostrophes correctly?
  o Have you punctuated quotations correctly?

Mechanics problems
  o Have you used capital letters correctly?
  o Have you spelled all words correctly?

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