

## Micro Revision Checklist

For free, online support, visit: [https://owl.purdue.edu/owl/general\\_writing/index.html](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.

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

## Editing and Proofreading Checklist

### Grammar problems

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

### Sentence problems

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

### Word choice problems

- Have you used appropriate language?
- Is your writing clean and concise?
- Have you correctly used commonly confused words?

### Punctuation problems

- Have you used commas correctly?
- Have you used apostrophes correctly?
- Have you punctuated quotations correctly?

### Mechanics problems

- Have you used capital letters correctly?
- Have you spelled all words correctly?

Borrowed from

Kennedy, X.J., Kennedy, D.M., & Muth, M.F. (2017). *The Bedford Guide for College Writers*. Boston, MA: Bedford/St. Martin's