

Revision Process Chart

Unity

✘ *Does the writing express a central idea and does the writing stick to that idea?*

- Does the writer have a thesis or central point to make?
- Does that thesis or central point include ideas, commentary and insights that reflect the writer's unique contribution to the subject?
- Does the whole paper develop that thesis?
- Do the individual paragraphs stick to a single topic?

Coherence

✘ *Is the writing well ordered?*

- Do the paragraphs come in a logical order?
- Is information repeated unnecessarily in different places in the paper?
- Are transitions between ideas and paragraphs made clearly?
- Are quotes and paraphrases smoothly integrated into the author's thoughts?

Content

✘ *Is the writing rich, complex and thorough?*

- Does the writing include examples, concrete details and evidence to illustrate its points?
- Does the paper carefully define any terms it uses?
- Has the writer avoided broad generalizations and vague statements?
- Has the writer used appropriate and reliable sources for the topic?
- Has the writer created a good balance between quotation/summary and her own words and thoughts?
- Has the writer meaningfully discussed potential disagreement or other perspectives?

Style

✘ *Does the writing have a consistent, engaging voice?*

- Is the voice appropriately formal to the assignment?
- Has the writer made good use of the active and passive voices?
- Are sentences needlessly wordy, redundant, or repetitive?
- Are there any sentences that make you pause, back up and get lost in the construction or question meaning?

Mechanics

✘ *Does the paper present a "clean read"?*

- Has the student followed presentation guidelines correctly? (double spacing, page numbers, name placement, titles, etc.)
- Has the writer properly used a citation style? (Chicago, APA, MLA, CBE, etc.)
- Are there grammar mistakes?
- Are there punctuation mistakes?