

Name _____

Date _____

Revision Checklist: Informational Writing

Revision is the ongoing process of improving your writing. Writing can be improved by adding, deleting, or reworking content. When you revise, you should make sure your writing is well organized, includes relevant evidence, and uses precise language.



Use this checklist to evaluate your informational writing draft. Then, exchange essays with a peer. Use your evaluation to guide your revisions.

Revision Focus	My Review	Peer Review
Introduction		
I provide an engaging introduction.		
I state my point with a clear thesis.		
I support the thesis by including relevant supporting points.		
Evidence		
I provide relevant evidence for each supporting point.		
I place evidence in the correct paragraphs.		
I supply details, explanation, and elaboration for each piece of evidence.		
I use ideas from several sources.		
I cite all sources.		
Organization		
I use meaningful transition words and phrases to clarify the links between ideas and paragraphs.		
I logically organize ideas and information.		
My sentences are relevant to the topic.		
Language		
I use precise language and domain-specific vocabulary that is appropriate to the audience and purpose of my writing.		
Conclusion		
I restate my thesis in the concluding paragraph.		
I provide an insightful conclusion that leaves my readers with a final thought.		

Now that you have evaluated your draft, what will you do to improve your writing?
