



UNIVERSITY OF
**DETROIT
MERCY**

Revision Checklist

UDM.mywconline.com (for appointments)
<https://writingcenter.udmercy.edu/> (for resources)



The Writing Center
DETROIT MERCY

The Revision Process

Use the following checklist to guide your revision process. This checklist can be utilized prior to submitted your work for a grade or prior to a review session. If you answer no to any question or do not understand one, please stop by the Writing Center for further assistance.

Overall, does the essay:

- Meet the assignment guidelines? ☐
- Have a clear topic that is supported by each paragraph? ☐
- Provide necessary background information? ☐
- Address a specific audience? ☐
- Use the required format and style correctly? ☐

Have You:

- Read the paper aloud at least once? ☐
- Received feedback from someone else? ☐

Does the Introduction:

- Engage the reader? ☐
- Introduce the topic? ☐
- Contain a clear thesis? ☐

Does the Thesis:

- Provide the main idea/argument? ☐
- Appear to be clear and concise? ☐
- Indicate the organization of the project? ☐

Do The Body Paragraphs:

- Provide details/research to support the thesis? ☐
- Use transitions to move between ideas? ☐
- Appear equally detailed and developed? ☐

Does the Research Integrated in Your Project:

- Appear balanced with your own writing in a meaningful way? ☐
- Contain proper citations in the text and formatted references at the end? ☐
- Appear to be synthesized? ☐

Does the Conclusion:

- Accomplish more than simply repeating the introduction? ☐
- Have as much detail as the rest of the paragraphs? ☐
- Refrain from utilizing new source materials or ideas? ☐
- Encourage the reader to continue to think about the topic or take action? ☐