

DIY Self-Editing Checklist

You finished your rough draft, congratulations! Now comes the next step, revisions. Catching our own mistakes can be difficult, especially if we don't know what we are looking for. Making your own Self-Editing Checklist is a great way to get a head start on your editing.

Instructions: Below are some ideas of things to add to your checklist for self-editing. Read through each one, and, if you think it is important for you, add it to a space in the table below.

- Structure
 - Is your main topic clearly communicated?
 - Do you have a thesis statement in the introduction paragraph?
 - Do your body paragraphs contain a topic sentence, supporting sentences, and a closing that leads to the next paragraph?
 - Do you have a conclusion paragraph that sums up your paper and restates the thesis from the introduction paragraph?
- Grammar
 - Articles
 - Singular/Plural
 - Prepositions
 - Word Form
 - Missing Word
 - Subject Verb Agreement
 - Tense
 - Pronouns
 - Count Nouns
 - Active vs. Passive Voice
- Personalize
 - Besides basic spelling, think about other words you often misspell. Do you write "Their" when you need "There"? Or "Effect" instead of "Affect"? Add your own commonly misspelled words.
 - Each time you receive a paper with feedback from your professor, review the comments. If they mention a grammatical error that you are making often, make a note of it. Review the error with a CLAS Tutor, make sure that you understand what the error is and how to fix it, and then add it to the list to track it for next time.

Fantastic! Now you are on your way to a more organized way of self-editing. Reading your paper to yourself out loud can help you catch many errors. For second opinions, bring your paper to CLAS for help, and try asking a friend to review your paper as well. When you visit CLAS bring your list with you! After some time you will have a better idea of how to edit your own work and can add and remove things as you improve.

Your Self-Editing Checklist

Instructions: Read your paper, looking for each of the items on your checklist individually. If you look for two of them or all of them at once you will definitely miss something, so make sure you plan for multiple read-throughs, looking for one or two errors at a time.

<input type="checkbox"/>

Notes: