

Name \_\_\_\_\_

Date \_\_\_\_\_



## Checklist for Revising a Short Research Project

Read the questions in the first column of the Checklist. In the second column, make notes about your research project.

### Revising for Content

### Notes About My Short Research Project

Does my short research project fulfill its purpose of giving information on my chosen topic? If not, can I fix the problem by either adding relevant information or deleting irrelevant information?

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Does my short research project follow my outline? If not, what do I need to add, delete, or move?

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Does my short research project follow an appropriate pattern of organization? If not, where does it go off course? What changes could bring it back within the pattern?

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Do I identify my topic in an interesting way in the introductory paragraph? If not, how can I make the introductory paragraph more effective?

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Do I have a clear thesis statement?

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Does every paragraph in the body of my short research project support the thesis statement?

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## Revising for Style and Form

Does my conclusion tell the reader what I learned from my research, and does it leave the reader with something to think about? If not, how can I strengthen my conclusion?

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Does each of my sentences contain a complete thought?

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Does my short research project use a consistent, appropriate tone and voice? If not, what should I change?

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Are all my sentences clear and understandable? Are my word choices vivid and exact? If not, how can I improve the style of my short research project?

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Does each sentence in my short research project contribute to the unity of the paragraph that contains it? If not, what steps can I take to increase unity (such as moving or deleting passages)?

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Do my sentences and paragraphs move logically from one to the next? If not, where can I add transitions?

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Have I cited my sources accurately, using the exact words of quotations?

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