

Revision Checklist: Review of Written Text

Criteria	Always	Some	Rarely	Ideas for revision
1. Have I included all the book details?				
2. Have I read the book at least twice?				
3. Do I understand the book myself?				
4. Do I have an interesting introduction to get the reader's attention?				
5. Do I let the reader know the author's purpose?				
6. Have I given a clear summary of the main events in the plot or content?				
7. Have I given a clear description of the main characters or content?				
8. Have I given my personal opinion with reasons or evidence from the book?				
9. Have I used quotes or references from the book?				
10. Have I used present tense?				
11. Have I used first person pronouns?				
12. Have I used conjunctions to link my ideas?				
13. Have I used connectives to sequence events in the plot/content?				
14. Have I given a recommendation at the end?				
15. Is my conclusion clear and does it evaluate the whole text?				
16. Have I edited my review for spelling and punctuation?				