

Revision Checklist: Editorial

| Criteria | Always | Some | Rarely | Ideas for revision |
|--|--------|------|--------|--------------------|
| 1. Does my heading identify the topic? | | | | |
| 2. Does my heading show my opinion? | | | | |
| 3. Does my heading appeal to the reader? | | | | |
| 4. Do I have a separate introduction? | | | | |
| 5. Is my introduction clear and to the point? | | | | |
| 6. Do I give arguments to push my opinion? | | | | |
| 7. Do I use evidence to support my arguments? | | | | |
| 8. Have I used conjunctions to link the ideas and arguments? | | | | |
| 9. Do I have a separate conclusion? | | | | |
| 10. Does my conclusion give a short summary? | | | | |
| 11. Does my conclusion give a solution to the issue? | | | | |
| 12. Have I used mostly present tense? | | | | |
| 13. Have I used topic words to suit the issue? | | | | |
| 14. Have I used emotive language to appeal to the reader? | | | | |
| 15. Have I edited my writing for spelling and punctuation? | | | | |