

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?				