

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. Is my introduction clear and to the point?				
5. Do I give arguments to push my opinion? (in separate paragraphs)				
6. Do I use evidence to support my arguments? (statistics/quotes)				
7. Do I use counter arguments against my detractors?				
8. Have I used conjunctions to link the ideas and arguments?				
9. Have I used emotive language to persuade the reader?				
10. Do I have a separate conclusion?				
11. Have I asked questions of the reader?				
12. Does my conclusion give a solution to the issue?				
13. Have I used mostly present tense?				
14. Have I used topic words to suit the issue?				
15. Have I used emotive language to appeal to the reader?				
16. Have I edited my writing for spelling and punctuation?				