

# Revision Checklist: Procedure

Criteria	Always	Some	Rarely	Ideas for revision
1. Do I have a goal or an aim?				
2. Is the goal or aim clear and easily understood?				
3. Have I listed all the materials needed?				
4. Are the steps written in order?				
5. Have I numbered each step?				
6. Have I used appropriate action verbs to give instructions?				
7. Does my writing instruct or direct?				
8. Have I used diagrams, illustrations or charts?				
9. Have I used simple nouns and noun groups?				
10. Have I used conjunctions to sequence the events so they flow?				
11. Have I used action verbs to start sentences?				
12. Have I used adverbial phrases to give details as to how, where and why things happen?				
13. Have I used present tense all the time?				
14. Have I edited my work to correct spelling and punctuation mistakes?				