

Revision Checklist: News Article

Criteria	Always	Some	Rarely	Ideas for revision
1. Does my headline stand out?				
2. Is the layout clear and easy to read?				
3. Does my first paragraph give the most important facts?				
4. Do my other paragraphs give the details of the story/article/event?				
5. Are my paragraphs short and to the point?				
6. Does my last paragraph say what happens next or sum up the article?				
7. Does my writing inform the reader?				
8. Have I used quoted speech from witnesses?				
9. Have I used reported speech from people involved in the issue?				
10. Do I use proper nouns with capital letters to name important people and places?				
11. Have I used conjunctions to sequence the events so they flow?				
12. Have I used personal opinion?				
13. Have I used adverbial phrases to give details as to how, where and why things happen?				
14. Have I used past tense?				
15. Have I edited my work to correct spelling and punctuation mistakes?				