Revising & Editing Checklist
For Use with the SOAR® 3-D Graphic Organizer for Writing

Directions: After you have written your first draft, use the charts below to revise and edit your writing. The first column is for you to check off (S = Self). You should always have one or two additional people read your writing, so the second and third columns are for additional readers to use (1 = Reader 1, 2 = Reader 2).

These lists reflect the most important revisions and edits for writing required in the workplace.

Revisions	S	1	2
1. Does the opening paragraph describe what the paper is about?			
2. Are all sentences in each paragraph answering the same question?			
3. Are all paragraphs related to the main topic described in the 1st paragraph?			
4. Are all paragraphs in a logical order?			
5. Does the opening paragraph include a high-interest fact or interesting story?			
6. Does the concluding paragraph or section include a summary of the main topic or your concluding opinion?			
Reread your writing out loud…			
7. Does the paper make sense?			
8. Does it "sound right?"			
9. Are there any repeating words?			

Edits	S	1	2
1. Is my name and date on the paper?			
2. Do all of my sentences begin with a capital letter?			
3. Do all proper nouns begin with a capital letter?			
4. Do all sentence end with a period, question mark, or exclamation mark?			
5. When reading aloud, were there any place you wanted to stop or pause? If so, add punctuation.			
6. Are quotation marks included where needed?			
7. Sentences are complete thoughts with a noun and a verb.			
8. Are there any run-on sentences (usually more than two nouns and/or verbs)?			
9. I have checked the spelling of all words that don't look "right."			
10. I have run "spell-check" on my writing.			