

Revision Guide for a Multi-Paragraph Composition

Part A.

Directions: Use the following questions to assist in revising a composition.

Topic Sentence

1. What is its limited subject?
2. What is its attitude?

Development

1. What specific details are used for support?
2. Are these details appropriate and sufficient for the topic?
3. In what order are the details arranged?
4. What method of development is used?
5. Is the method of development used correctly?

Concluding Sentence

1. What is the closing sentence?
2. How does it end the paragraph?
3. Does it restate the topic?
4. Is it specific?

Sentence Structure and Mechanics

1. Are transitional devices used where needed?
2. Is specific and colorful language used where needed?
3. Are there any fragments, run-ons, or comma faults?
4. Are the sentences varied in length and beginnings?
5. Are there any errors in parallel construction?
6. Are there any dangling or misplaced modifiers?
7. Are coordination and subordination used correctly?
8. Is active voice used where possible?
9. Has economy of language been used?
10. Are there any careless spelling errors, or any words whose spelling should be checked?
11. Are there any errors in agreement of subject and verb or pronoun and antecedent?
12. Are tenses and person used correctly?
13. Are all necessary commas provided?