



Guidelines for Editing an Essay

Ask yourself the following questions about the content of your essay:

1. Do I have a thesis?
2. Is my thesis clearly stated?
3. Do all the other ideas support the thesis?
4. Do I have plenty of examples and specific details and few generalizations?
5. Have I checked all my facts and statistics for accuracy?
6. Have I made clear what in the paper is opinion and what is fact?
7. Is the paper as interesting as I can make it?

Ask the following questions about the organization of your paper:

1. Does my introduction include some background to catch the reader's interest?
2. Is my thesis statement the final sentence of the first paragraph?
3. Is the body of my essay divided into paragraphs?
4. Are the links between paragraphs smooth and clear?
5. Are there adequate transitions within each paragraph?
6. Are the ideas arranged in logical order?
7. Is the length of each paragraph proportional to its relative importance?
8. Is my strongest supporting information placed last?
9. Does my conclusion strongly signal the end of my paper?
10. Is the conclusion clearly related to the thesis?

Ask yourself the following questions about your grammar:

1. Are there any sentence fragments?
2. Are there any run-on sentences?
3. Are all sentences unified?
4. Do my subjects and verbs agree?
5. Do all pronouns agree with their antecedents?
6. Have I used a variety of sentences?
7. Have I checked for article errors?
8. Have I used the correct forms of words?
9. Have I checked the spelling of words I am unsure of?
10. Have I checked for tense errors, especially in past and compound forms?
11. Are my sentences and documentation punctuated correctly?