General revision checklist:

Content:
1. Introduction leads sensibly to an argumentative thesis statement; check website for ideas.
2. Each body paragraph has a topic sentence (that has an argumentative edge).
3. Each body paragraph has assertions followed by proof.
4. All quotations follow the assertion they are proving; introduce each quotation with the context.
5. Conclusion does not rehash your argument; check website for ideas.

Grammar:
1. Comma splice
2. Fragments
3. Run-on sentences
4. Unclear pronouns
5. Tense shift
6. Mixed constructions

Mechanics:
1. Comma usage (particularly in compound sentences before coordinate conjunctions; after introductory adverb clauses; inside quotation marks)
2. Cite quotations correctly.
3. Use semi-colons and colons effectively.
4. Use apostrophes correctly for possession.
5. Write Works Cited page correctly.
6. Put page numbers in upper right-hand corner.

Style:
1. Evaluate all verbs “to be” to see if you cannot change them by using a stronger verb or by combining sentences (use appositives in place of many verb “to be” usages).
2. Evaluate all passive voice constructions to insure they are necessary.
3. Avoid repetition of words and phrases from sentence to sentence; when you see such repetition, you should probably combine these two sentences.
4. Use “positive” form (this means don’t overuse the word “not”). Tell us what is, as opposed to what is not.
5. Omit needless words.
6. Put subjects next to verbs if possible; avoid separating subjects and verbs with long prepositions or participle phrases.
7. Use a variety of sentences.
8. Analyze in present tense.
10. Avoid loose compound sentences.