

Name \_\_\_\_\_

Period \_\_\_\_\_

Date \_\_\_\_\_

## Paragraph – REVISION CHECKLIST

**Directions:** For each sections of the checklist, make edits to your paragraph and check off the boxes as you complete the tasks.

1. Did you **INDENT** the beginning of the paragraph?
2. Do you have a **Topic Sentence**?
  - Has TAG
  - Has key words from the prompt
  - Has a number word or OP starter
3. Do you have **3 main points**?
  - Main points have keywords from the prompt
  - Main points start with a transition word
4. Do you have **text evidence** for each main point?
  - “According to the text” is stated differently for each MP
  - Direct quotes are in quotation marks
  - Paraphrased information is NOT in quotation marks
  - In text citations (Author 1). ←With the punctuation outside the citation
5. Do you have a clever **conclusion**?
  - You start with a transition word
  - You restate key words from the prompt.
6. Do you have relevant **background knowledge**? (if required)
  - Your BK defines a key term or answers one of the 5 W questions.
7. Did you **format** your paragraph?
  - Heading is single spaced in top left corner
  - Essay is double spaced and indented
  - Text is in size 12 Times New Roman font
  - A creative title is centered and in bold, size 12
  - In-text citations include the page and author
  - Follows directions provided with assignment