

Checklist for global revision (for reviewers)

FOCUS

- Does the introduction focus on the main point?
- Is the thesis clear enough? (If there is no thesis, is there a good reason for omitting one?)
- Are any ideas off the point?

ORGANIZATION

- Does the writer give readers enough organizational cues (such as topic sentences or headings)?
- Should any text be moved?
- Are any paragraphs too long or short for easy reading?

CONTENT

- Are there enough facts, examples, and details to support major ideas?
- Are the parts proportioned sensibly? Do major ideas receive enough attention?
- How might the argument be strengthened?

POINT OF VIEW

- Is the draft free of distracting shifts in point of view?
- Is the point appropriate?

AUDIENCE APPEAL

- Does the draft accomplish its purpose — to inform us, to persuade us, to entertain us, to call us to action (or some combination of these)?
- Does the opening paragraph make us want to read on? Do we know why we are reading?
- Is the tone appropriate?