

Checklist for global revision (for tutors)

Purpose and audience

- Does the draft accomplish its purpose — to inform readers, persuade them, entertain them, call them to action?
- Is the draft appropriate for its audience? Does it account for the audience's knowledge of the subject, level of interest in the subject, and possible attitudes toward the subject?

Focus

- Do the introduction and conclusion focus clearly on the central idea?
- Is the thesis clear? Is it prominently placed?
- If there is no thesis, is there a good reason for omitting one?
- Are any ideas obviously off the point?

Organization and paragraphing

- Are there enough organizational cues for readers (such as topic sentences and headings)?
- Are ideas presented in a logical order?
- Are any paragraphs too long or too short for easy reading?

Content

- Is the supporting material relevant and persuasive?
- Which ideas need further development?
- Are the parts proportioned sensibly? Do major ideas receive enough attention?
- Where might material be deleted?

Point of view

- Is the draft free of distracting shifts in point of view (from *I* to *you*, for example, or from *it* to *they*)?
- Is the dominant point of view — *I*, *we*, *you*, *he*, *she*, *it*, *one*, or *they* — appropriate for your purpose and audience?