



Revising Checklist for Conventions and Presentation

- I waited at least 3 days to edit my draft so I could see it “fresh.”
- I read my writing twice to check for errors—once silently, once aloud.
- I looked carefully at these things: ___ capitalization ___ spelling
___ grammar ___ punctuation ___ paragraphing
- There are NO distracting errors (even tiny ones) to slow a reader down or get in the way of the message.
- I used punctuation to bring out meaning and voice.
- I used *italics* to show readers which words to *emphasize* aloud.
- I used **boldface** to make important terms stand out.
- IF I used dialogue, I started a new paragraph for each new speaker, and
- I used quotation marks to mark each speaker’s words.
- I designed my presentation to catch a reader’s eye.
- My presentation makes the “informational trail” easy to follow.
- I made important information (facts, names, dates) easy to find.
- My presentation makes my message easy to understand, remember.
- _____ rated my writing for Conventions and Presentation:

1

2

3

4

5

6

Note Good conventions and presentation are a matter of courtesy. After all, *someone* edits every piece of writing that is read. The question is, will that someone be you—the writer? Or will you leave the editing task to your reader?