

## Argumentative Essay – Revision Checklist

The main purpose of the revision process is to strengthen your writing by identifying things you can **ADD** to and **DELETE** from your essay. Here is a checklist that will help:

- Does the essay include an introduction and a conclusion? Does the introduction contain an attention grabber (hook) and more importantly the claim? If not, **ADD** a strong introduction and conclusion.
- Does the essay consist of at least four or five paragraphs? If not, **ADD** a paragraph.
- Does each paragraph begin with a topic sentence that clearly lays out what the paragraph is about? If not, **ADD** a topic sentence at the beginning of each paragraph.
- Does each paragraph include enough evidence (facts, statistics, examples, etc.) to support the reason laid out in the topic sentence? This evidence should be a direct quote or paraphrase from the sources, and each paragraph should include at least two pieces of evidence. If not, **ADD** more evidence.
- Is each piece of evidence followed by elaboration that explains the meaning and importance of the evidence and connects the evidence back to the reason or claim? If not, **ADD** more elaboration?
- Does the essay utilize persuasive appeals (pathos, logos, and ethos) to convince the reader of the claim? If not, **ADD** more persuasive appeals.
- Does the essay include a strong counter-argument in which the opposing claim is presented and refuted (proven to be weak or false)? The counter-argument can be in the conclusion, in a separate paragraph, or in the body paragraphs. If not, **ADD** a strong counter-argument
- Are there any confusing sentences that can be clarified if you **DELETE** the sentences or **ADD** to the sentences? Are there any words that are repetitive, such as “This means” and “I believe?” If so, change or **DELETE** these words?
- Are there enough higher-level, stronger vocabulary words in the essay, maybe even words that have appeared on the Word Wall? If not, **ADD** stronger vocabulary words.
- Does the essay include strong transition words, such as: In addition, Furthermore, Also, However, In contrast, For example, For instance, Consequently, In conclusion, All in all. If not, **ADD** more transition words, but make sure they make sense in the context of the paragraph.
- Is your essay convincing? If not, **ADD** more evidence, elaboration, or persuasive appeals to make it more convincing.

## Argumentative Essay – Editing Checklist

The main purpose of the editing process is to proofread and correct errors in grammar and formatting. Here is a checklist that will help:

### Capitalization

- Each sentence begins with a capital letter
- Proper Nouns (names of people, places, and things) are capitalized
- First word in a quote is capitalized

### Spelling

- Check for spelling using spell-check, but do not rely only on spell-check
- Check for homonyms (too/two/to, threw/through, whose/who's, there/their/they're, etc.)

### Punctuation

- Each sentence ends with an appropriate punctuation mark ( . ! ? ). When using a punctuation mark to end a direct quote, the punctuation always goes inside the quotation marks.
- Lead into a direct quote with a properly punctuated signal phrase (In the article “School Uniforms,” the author states, “School uniforms are great.” or According to scientist John Jones, “School uniforms are ineffective.” or “School uniforms are wonderful,” claims the author of an article on CNN.com. or John Jones provides a stronger argument: “School uniforms limit individuality.”)
- Use commas after introductory clauses and transition words (Unfortunately/Finally/However), before conjunctions (and/but/or), and in a series (or list) of items

### Apostrophes

- Contractions: Avoid using contractions in a formal, argumentative (write *do not*, not *don't*)
- Possessives: Place the apostrophe in the correct spot to show possession (the student's grades = one student, the students' grades = more than one student, Jack and Jill's house = belongs to both)
- Plurals: Apostrophes are used only in rare cases, such as: two A's and two B's

### Numbers

- Spell out numbers under 10 (zero through nine) and use numeric symbols for 10 and up

### Sentence Structure and Tone

- Each sentence contains a subject and a predicate (a noun and a verb) and include appropriate conjunctions and punctuation to avoid being comma splices or run-on sentences (when in doubt, split up the sentence into two shorter sentences)
- Maintain a formal tone, not a casual tone (use higher-level vocabulary and avoid 1<sup>st</sup> person POV)