

My Coalition Counselor

Personal Essay

Final Revision Checklist

Global revision:

- Read your essay out loud to yourself. Does it sound too wordy or complex?
How can you simplify what you are saying? _____
- Do you have a point? Could you tell someone what the essay is about in one sentence? Is that sentence in your essay? Are you keeping that point main thing throughout your paper? Are you avoiding tangents or unnecessary details? _____
- Does the essay flow smoothly or is it choppy? Where is it choppy? Highlight parts that are choppy and then rewrite those sections. _____
- Is the essay vague? If so, find areas to write more descriptively and specifically. _____

Detail revision:

- Have you double and triple checked for spelling? Check the words that Microsoft won't fix for you (like there and their). _____
- When you read if there is a natural pause, did you insert punctuation? _____
- When you read your essay out loud, was there a comma or punctuation mark that was not placed for the purpose of "punctuating" your point? _____
- Read your sentence backwards, pointing at each word as you read it. This will enable you to catch word-level errors. _____

