Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paragraph Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***REVISION CHECKLIST***

***Below is a checklist that you will use to edit your paragraph tonight for HOMEWORK.***

**Directions:**

* **FIRST, OPEN** your paragraph on your laptop (in Language/Writing folder on laptop)
* **THEN**, on this checklist, check off each box of the step that you have just completed
* **NEXT**, make the changes to your paragraph on your **COMPUTER**.
* **\*\*LAST**, with a **HIGHLIGHTER**, check off each edit on the **PAPER** copy of **this** your paragraph that you just fixed.
* **You will PRINT your EDITED paragraph the next morning in class.**

***A. Check FORMAT***

**YOU WILL NEED:**

1. **\*\*A PAPER copy of your paragraph (in HW section of binder)**
2. **The paragraph OPEN in your Language/ Writing folder on laptop**

* Proper heading, with today's date
* Title is centered & in the same font as the paragraph
* Font is size 12 or 14, Times New Roman
* Paragraph is double-spaced
* Indent paragraph

***GO ON***

***B****.* ***Check PARAGRAPH STRUCTURE***

**YOU WILL NEED:**

1. **Your GO (in HW section of binder)**
2. **Your OPEN paragraph on your laptop**

* Check off each box of the graphic organizer to make sure you typed a sentence for each box, for a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sentences.
* If you are missing a sentence, put a \* at that place in the paragraph. After you have gone through your whole paragraph, go onto your computer and TYPE in the missing sentences

***C. Check LANGUAGE***

**YOU WILL NEED:**

1. **Your paragraph OPEN on your laptop**

* Listen to the paragraph on your computer using text-to-speech. Listen to **EACH sentence** **3 times.**
  + As you listen, check to be sure there are no missing words and that the sentence makes sense
* Spell-check your paragraph on your computer
* Proper nouns are capitalized (example: Fenway Park, David Ortiz)
* No RIP words, including contractions (example: don't= do not)
* Third-person language was used (example: he, she, they, one)
* **HIGHLIGHT** all transition words/phrases and make sure there is a comma after them (1 for each Supporting Detail, and Conclusion)
* All sentences are complete (no fragments or run-ons)
* Sentences are expanded with *when, where, how, why* phrases

***STOP***

**Revising Symbols**

|  |  |  |
| --- | --- | --- |
| **SYMBOL** | **MEANING** | **EXAMPLE** |
| \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ | capitalize | i like surfing. |
| / | no capital | I like Surfing. |
| ^ | insert | He to my house. |
| sp | misspelled | He whent to my house. |
| (F or RO) | sentence fragment or run-on | Because it rained.  They went to the store I stayed home. |
| T | verb tense | She bought bread and she runs to the store. |
| RIP | vague, over-used words | I feel ***good***.  I went to a ***thing*** on Saturday. |
|  | take out unnecessary words | He went to the the store |
| W/O | write out | I have 3 puppies.  I have ***three***puppies. |