

Name: _____

THINGS TO KNOW Revision Checklist (Step 12)

Before you begin this checklist:

- Print your draft BEFORE you start the list. This will be known as DRAFT UNO.

Check	Task	Evidence
	Review your notes on VOICE. Pick 3 different TIPS that are listed on your VOICE handout. Using those tips, make at least 3 changes (one for each tip) to your paper.	Put a STAR on DRAFT UNO to mark where you added/made changes based on the VOICE tips you picked. You need at least 3 stars.
	Review your INTRO notes. Using them, add an introduction paragraph to your paper.	Add an intro paragraph to your paper on Google Docs (DRAFT 2). Nothing needs to be done to DRAFT UNO.
	Make sure that the first sentence of EACH paragraph gives the main idea of the paragraph. Many of your sub-headings are creative (which is GREAT), but this means that your topic sentence needs to clarify the main idea of the paragraph for the reader.	On DRAFT UNO, highlight (with a highlighter) your topic sentence. If you don't have one, write it in then highlight it. This should happen for EACH paragraph under a sub-heading.
	Review your CITATION notes. Using easybib.com make a WORKS CITED page.	Print your WORKS cited page.
	Print your WORKS CITED page.	Turn it in WITH YOUR NAME ON IT.
	Add parenthetical citations (citations in parenthesis) to your paper. See the CITATION notes to make sure you are doing it correctly. Your citations should go at the end of each paragraph.	Add the citations to Google Docs (DRAFT 2).
	Check in with your LA teacher when you are done with Step 12.	Get teacher initials

After you complete this checklist:

- Make any necessary changes to your paper on Google Docs
- Staple THIS CHECKLIST to the TOP of DRAFT UNO.
- Turn it in at the TURN IN SPOT.