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| **Level 1 review: Check context, content, and sequence.** | |
|  | Have I provided sufficient context (purpose, main message, road map) to introduce the document or sections of the document? |
|  | Have I covered all my points in appropriate detail? Have I included any unnecessary or redundant information? |
|  | Is this the best sequence in which to present this information? |
|  | Do the topic sentences convey the main point of each paragraph? |
|  | Is the information in each paragraph presented in a logical sequence that is clearly connected to the topic sentence? |
| **Level 2 review: Check the guideposts that help the reader anticipate and follow the discussion.** | |
|  | Have I provided sufficient headings? |
|  | Are key words used consistently in headings, tables, and road maps (if needed), as well as in the text? |
|  | Are the transitions between paragraphs clear? |
|  | Does the format support the logic and hierarchy of the text? |
|  | Are bulleted items parallel and introduced by a sentence or heading that explains what theyare? |
| **Level 3 review: Check clarity, conciseness, and appropriateness of language.** | |
|  | Could I say the same thing better in fewer words? |
|  | Are any sentences too long or structured in a way that is hard to follow? |
|  | Could I find a more precise word to express my meaning? |
|  | Have I used qualifiers or hedge words for good reason or can I delete them? |
|  | Could my meaning be misinterpreted? |
|  | Is the tone appropriate to the reader and the situation? |
| **Level 4 review: Check the mechanics of writing.** | |
|  | Are sentences correctly punctuated? |
|  | Do subjects and verbs agree? |
|  | Do pronouns have clear antecedents (the nouns or pronouns to which they refer)? |
|  | Are words spelled correctly? |
|  | Have I checked carefully for other types of errors I know I am likely to make (for example, use of articles)? |
| **Level 5 review: Check the document a final time to proofread for any errors.** | |
|  | Treat proofreading as a separate step after all other revisions, including final edits, have been completed. |
|  | Read the text mechanically word by word in hard copy. |
|  | Focus on the mechanics listed in Level 4 and look out for new errors, such as accidental deletions that may have been introduced in the final round of typing. |