

Rewriting a Research Report

Most of writing is rewriting. When rewriting a research report, here is a checklist of what to review to improve your rough draft. I have separated these into groups. Focus on the first group on your first rewrite of the essay, the second group on the second rewrite, and the third group when writing your final draft.



Review 1

- _____ All content is accurate.
- _____ All names of people, places, organizations, etc. are spelled correctly.
- _____ Nothing in the paper is outside the paper's topic.
- _____ There is a proper introduction.
- _____ There is a proper conclusion.
- _____ There is a title.
- _____ Each paragraph has a single focus.
- _____ The paper is well organized.
- _____ All basic questions are answered for the reader.

Review 2

- _____ There are no run-on sentences.
- _____ There are no sentence fragments.
- _____ You use a variety of sentence types (simple, compound, complex).
- _____ There is a variety of sentence lengths (short, medium, long).

- _____ Remember that any important points are best made with short, simple sentences.
- _____ Most sentences are declarative, but you may have an interrogative sentence or two.
- _____ There are no exclamatory sentences.

Review 3

- _____ All capitalization is correct.
- _____ All punctuation is correct.
- _____ Any other grammar rules you know are followed correctly.