

# Rewriting an Essay on a Person

Most of writing is rewriting. When rewriting an essay on a person you know, 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, the third group on your third rewriting, and the last group when writing your final draft.



## Review 1

- \_\_\_\_\_ The person is described accurately.
- \_\_\_\_\_ The person is described fully enough that the reader can picture them.
- \_\_\_\_\_ You describe the person's physical appearance.
- \_\_\_\_\_ You describe the subject's personality.
- \_\_\_\_\_ There is description that addresses various senses, not just sight (sound, touch, smell, etc.).
- \_\_\_\_\_ Your language is vivid and specific.

## Review 2

- \_\_\_\_\_ The story (or stories) is clearly told.
- \_\_\_\_\_ The story reveals something about the person and/or your relationship with the person.
- \_\_\_\_\_ Consider if the story would be improved with dialogue.
- \_\_\_\_\_ Any description in the narrative meets all of the criteria under Review 1.
- \_\_\_\_\_ There are no exclamatory sentences.

### Review 3

- \_\_\_\_\_ There are no run-on sentences.
- \_\_\_\_\_ There are no sentence fragments.
- \_\_\_\_\_ There are no comma splices.
- \_\_\_\_\_ There is a variety of sentence lengths (short, medium, and long).  
Remember that long sentences can be used to slow down the reader and short sentences convey excitement and a stronger sense of truth.
- \_\_\_\_\_ There are a few compound and/or complex sentences, as well as simple sentences.

### Review 4

- \_\_\_\_\_ All capitalization is correct.
- \_\_\_\_\_ All punctuation is correct.
- \_\_\_\_\_ Pay special attention to punctuation and formatting of dialogue.
- \_\_\_\_\_ Any other grammar rules you know are followed correctly.