

Rewriting a How-To Paper

Most of writing is rewriting. When rewriting your how-to paper, here is a checklist of what to review to improve your rough draft. I have separated these into two groups. Focus on the first group on your first rewrite of the paper, and the second group when you're writing your final draft.



Review 1

- _____ The paper is titled appropriately.
- _____ Every step of the process is accurately explained.
- _____ Every step is clearly explained.
- _____ There is sufficient information provided.
- _____ The information is organized in a clear manner.
- _____ There are transitions to provide flow throughout the paper.

Review 2

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