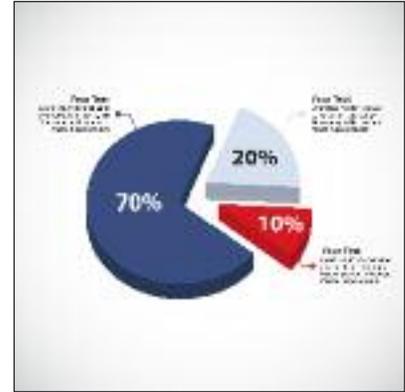


# Rewriting a Research Report

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 (Content)

- \_\_\_\_\_ Your thesis statement is clear.
- \_\_\_\_\_ The paper sticks to the thesis statement.
- \_\_\_\_\_ Each paragraph has a clear focus.
- \_\_\_\_\_ All facts are accurate.
- \_\_\_\_\_ All technical terms are spelled correctly.
- \_\_\_\_\_ All data is accurate, including that in any graphs or charts.
- \_\_\_\_\_ All graphs and charts are properly titled and labeled with any needed keys.
- \_\_\_\_\_ Any charts or graphs are referenced in the body of the paper.
- \_\_\_\_\_ Any quotes are exactly reproduced, surrounded by quotation marks, and followed by a citation.
- \_\_\_\_\_ Any information that requires a citation has one.

## Review 2 (Language)

- \_\_\_\_\_ The language is interesting and vivid.
- \_\_\_\_\_ Descriptions are evocative.
- \_\_\_\_\_ Look for adverbs that can be deleted.
- \_\_\_\_\_ Look for adjectives, nouns, and verbs that can be improved.

### **Review 3 (Bibliography)**

- \_\_\_\_\_ The word “Bibliography” is in all capitals, centered at the top of the page.
- \_\_\_\_\_ There is a bibliography entry for every source used.
- \_\_\_\_\_ Authors’ names are listed correctly and spelled correctly.
- \_\_\_\_\_ All titles and websites are correct.
- \_\_\_\_\_ All capitalization and punctuation is correct.
- \_\_\_\_\_ Entries are in alphabetical order.

### **Review 4 (Final)**

- \_\_\_\_\_ The paper is titled.
- \_\_\_\_\_ All capitalization is correct.
- \_\_\_\_\_ All punctuation is correct.
- \_\_\_\_\_ Any other grammar rules you know are followed correctly.