

# Rewriting a How-To Paper

Most of writing is rewriting. When rewriting a how-to paper (a type of explanatory essay), here is a checklist of what to review to improve your rough draft. I have given you three checklists. Do the first in one rewriting session; do the second in a second rewriting session; do the third when writing your final draft.



## Review 1 (Clarity and focus)

- \_\_\_\_\_ Every step of the process is included.
- \_\_\_\_\_ Each step is clearly explained.
- \_\_\_\_\_ Any technical terms are defined or explained.
- \_\_\_\_\_ Each paragraph focuses on a single topic.
- \_\_\_\_\_ There are transition words creating flow within and between paragraphs.

## Review 2 (Title, introduction, and conclusion)

- \_\_\_\_\_ The paper is titled.
- \_\_\_\_\_ The title at least hints at the topic and, ideally, intrigues the reader.
- \_\_\_\_\_ The introduction clearly states the topic.
- \_\_\_\_\_ The introduction starts in an interesting manner (it makes the reader want to read on).
- \_\_\_\_\_ The conclusion doesn't stray from the topic.
- \_\_\_\_\_ The conclusion is interesting enough that a reader would want to read more of your writing.

## Review 3 (Final draft)

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