Checklist for global revision

Because the process of global revision can be overwhelming, approach it in cycles, with each cycle encompassing a particular purpose for revising. Five common cycles of global revision are included in this checklist. You can handle these cycles in nearly any order, and you may even skip or combine some of them.

**Engaging the audience**

Look for opportunities
- to let readers know why they are reading
- to motivate readers to read on
- to use a more appropriate tone

**Sharpening the focus**

Look for opportunities
- to clarify the introduction (especially the thesis)
- to delete text that is off the point

**Improving the organization**

Look for opportunities
- to add or sharpen topic sentences
- to move blocks of text
- to add headings

**Strengthening the content**

Look for opportunities
- to rethink your thesis
- to emphasize major ideas
- to add specific facts, details, and examples

**Clarifying the point of view**

Look for opportunities
- to make the point of view more consistent
- to use a more appropriate point of view