After you have a draft of your paragraph, check to make sure your work is complete. Then, spend time revising, editing, and polishing your paper.

To assist you in the revision process, use the checklist below. Go through each item, one by one, checking off each item only if you are certain you have successfully mastered that concept.

**Content:** (Points: 10)
- Have you focused on one main idea throughout the paragraph?
- Do you have between four and seven sentences?

**Usage and Mechanics:** (Points: 10)
- Are your sentences complete?
- Are your verbs correct? Have you stayed consistent throughout?
- Have you stayed in active voice?
- Are your subjects and verbs correct in each of your sentences?