Revising Checklist

- Is my introduction interesting?
- Does each paragraph have a topic sentence, three supporting sentences and a closing sentence?
- Does each paragraph stay on topic?
- Do my sentences make sense?
- Is my ending well written?

Editing Proofreading Checklist

- Did I use correct capitalization?
- Did I use correct punctuation?
- Did I use complete sentences?
- Did I indent my paragraphs?
- Are any of my sentences run on sentences?
- Did I spell correctly?

Completing the report

- Do I have a cover page?
- Do I have 5 paragraphs?
- Is it typewritten?
- Did I include a bibliography with 2 sources?
- Was one of my sources a book?
- Did I include a photo?