

Student Revision Guide

Keep the following guidelines in mind when revising an assignment.

Check for Errors

Check for mistakes not only in areas like spelling and grammar, but also in content. Are any of your answers or ideas obviously incorrect? Did you leave out anything you meant to put in, or leave in something you meant to take out? Did you cover all the details of the assignment and topic? Did you answer questions fully in the manner expected by the assignment or by your teacher?

Check for Clarity

Check your language for complete, coherent thoughts and sentences. Do your ideas make sense? Did you clearly identify key terms? Is key information highlighted as important? Is there anything that doesn't need to be there? Do your answers or statements say what you mean them to say, or could they be interpreted differently?

Check for Organization

Check to see if your ideas are grouped and arranged appropriately. Do they proceed logically from one to the next? Is it obvious which details belong to which topic or idea? Is it clear how each idea is related to the topic as a whole? Is it clear how one idea may affect another, or the topic as a whole?

Check for Thoroughness

Check to make sure that you covered everything you needed to cover. Are your ideas complete? Did you go into enough detail? Did you demonstrate a clear understanding of the topic? Have you learned anything since you first completed the assignment that might change how you understand the topic? Is there anything you should add to, subtract from, or change about your work?

Source: Adapted from Marzano Research. (2016). Marzano compendium of instructional strategies. Centennial, CO: Author.