

# NYS & CSEA Partnership

## Revision Checklist

### Content and Organization

- Have I included all of the information my readers need and is it organized in a clear and logical way?
- Have I used topic sentences to give readers a sense of what the paragraphs are about?
- Have I used transitions to help readers follow my train of thought?
- Have I taken into account my readers' educational level and interest in the subject?

### Clarity

- Are most sentences in active voice?
- Have I eliminated unnecessary repetition and wordiness?
- Have I avoided jargon and unnecessarily elaborate vocabulary?
- Have I used mostly short sentences?

### Grammar, Usage, and Punctuation

- Have I checked for common grammatical problems, such as subject-verb agreements, the correct form of pronouns, and run-on sentences?
- Have I been careful with problem words, such as affect and effect?
- Have I used standard punctuation?
- Have I used the spelling checker?

### Tone

- Is my message addressing the reader with courtesy and respect?

### Appearance

- Does my document look neat and professional?





## Standard Punctuation

**Use commas to separate items in a series:**

*He traveled to Buffalo, Utica, and Ithaca.*

**Use a comma to separate two or more adjectives, if you pause between them:**

*It was a long, intense meeting.*

**Use a comma to separate independent clauses joined by a coordinating conjunction:**

*The residents are concerned about pollution, but the developer says it will not be a problem.*

**Use a comma to set off a long introductory clause:**

*Before you order new office furniture, you should consult the people who will use it.*

**Use commas to set off parenthetical phrases:**

*Tell Jane, our office manager, when you expect to arrive.*

**Use a semicolon to separate independent clauses not joined by a conjunction:**

*To the pessimist the glass is half empty; to the optimist it is half full.*

**Use a colon to introduce a list or an explanation:**

*We have narrowed our list to three applicants: Lisa, Marie, and Bill.*

**Add an apostrophe and an "s" to form the possessive of a singular noun:**

*the boy's bike, the warden's message*

**Add an apostrophe after the "s" to form the possessive of a plural noun:**

*the employees' committee, the airlines' justification*

