

## CHAPTER 8 WORKSHEET

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# For the Critic: Evaluate and Revise Expertly

## Top-Down Analysis Checklist

This checklist will serve as guide to evaluating and revising your draft.

### Step 1—Evaluate Structure

- Compare the draft to the original outline to detect any inconsistencies.
- Check for logical flow of sections or chapters.
- Check for balance. Are any parts underdeveloped or overdeveloped?
- Check for uniformity. Are any sections or chapters too small or too large in comparison to others?
- Complete structural changes.
- Check and correct cross-references that may have changed. Consider chapter headings and chapter numbers, indexed words, and references.

### Step 2—Evaluate Content

- Did you support the thesis consistently throughout?
- Did you portray your author identity consistently throughout?
- Did you accomplish your original purposes?

- Did you maintain your perspective and uniformly tell your own story in your own way?
- Is there any content that might be problematic (misinterpreted, rapidly outdated, or offensive)?
- Is the content relevant to readers' needs and expectations?
- Did you maintain rapport with readers?
- Did you use examples and language your readers can understand?
- Have you made the content meaningful to the skeptical reader?
- Have you offered convincing proof of your assertions?

### **Step 3—Evaluate Sentence Construction**

Evaluate sentences for any problems concerning:

- Subject-verb agreement
- Parallel construction
- Proper placement of clauses and prepositional phrases
- Run-on sentences
- Proper treatment of referential pronouns
- Ambiguity
- Active voice versus passive voice
- Convoluted reasoning
- Wordiness

### **Step 4—Evaluate for Word Choice**

- Check for similar-sounding words that are sometimes confused.
- Check for overused words and replace them.
- Add colorful adjectives, descriptions, and action verbs, as needed.
- Replace overused or outdated clichés.

### **Step 5—Check Style (scholarly works)**

- Check headings, subheads, lists, and paragraph indentation.
- Check the placement, titling, and captioning of tables, diagrams, illustrations, and photography.
- Check use of proper nouns and official titles.
- Check formatting of footnotes, endnotes, citations, and references.

### **Step 6—Spell-check**

- Check the spelling of proper names, locations, and titles of other works.

### **Step 7—Fact-check**

Fact-check any item about which you are not entirely certain. Items most vulnerable to factual errors are:

- Equations
- Dates
- Statistics
- Locations

- Quotations (who said what, exactly—and possibly the circumstances under which it was said)
- Titles and authors of referenced works
- Professional titles and proper names
- Nationality of referenced individuals
- Whether referenced individuals are alive or deceased
- Attribution to the proper originator of a product or idea

### **Step 8—Evaluate Uniformity of Appearance and Layout**

Check for the general appearance and layout of the following:

- Lettering fonts and sizes
- Spacing between sentences and before and after paragraphs; page breaks
- Use of bold type and italics
- Centered text; right or left justification
- Placement of inserted photos, maps, sidebars, graphs, etc.
- Use of white space
- Use of color