**Revising the Autobiography**

**Content:**

* Do I cover all of the main areas that were given in the handouts?
* Is my writing organized according to topic? Are similar ideas and experiences grouped together? Do I use paragraphs to organize my material?
* Do I explain my transitions? In other words, when I move from one idea to the next, do I explain the connection between them?

**Style**

* Do my sentences have a natural flow to them?
* Is my writing clear and easy to understand?
* Do I use good word choices? Is there a more accurate or a more specific word that I could use?
* Is my writing original and interesting?

**Mechanics:**

* Do I use correct grammar and correct spelling?
* Are all of my sentences complete? Do I have any run-on sentences in my paper (more than one independent clause in a sentence without a coordinating conjunction and a comma or a semicolon between them)?
* Do I use proper punctuation?

**Format:**

* Do I have 1” margins in my paper?
* Are my lines double-spaced?
* Do I use Calibri, Arial, or Times New Roman font? 11 or 12 pt. size?
* Do I have a page number on the top right of every page?
* Do I indent the first line of every paragraph ½”?