Revision Checklist

Whether you use one revision pass or four, use the following list to make sure you've checked everything.

First Revision Pass
The piece meets its main objective
The introduction pulls the reader in
The headings and subheadings make sense
Second Pass
It flows well when reading start to finish
All unfamiliar and unknown abstractions are defined
Third Pass
You have checked grammar and spelling
Tone and style match the corporate style guide
Proofreading
You have checked the piece in its final format