

<u>Put a check after you complete each task</u>	<u>Revision Checklist</u> <u>Tasks</u>		
	Highlight the first letter of each sentence.		
	Capitalize all the highlighted letters.		
	Indent at the beginning of your paragraph(s).		
	Run spell check and correct spelling errors.		
	Read your work out loud and record it on your cell phone/recording device.		
	Listen to your recording and correct additional items: <ol style="list-style-type: none"> 1. Take out contractions. 2. Replace 3 everyday words with 3 academic words. 3. Make any other changes that you see. 		
MLA Format	Name Teacher's Name Class Date	Title is... <ol style="list-style-type: none"> 1. Original 2. Centered 3. Capitalized 	Quotations: "Quote." "Quote with page number" (1).
	Circle names of people, specific places, and any titles.		
	Capitalize the names, specific places, and titles you have circled.		