

# COVER LETTER REVISION FINAL WORKSHOP

ENGL 108 / SEC. H & I / SUMMER LEAP 2009 / OLDHAM & RUBASKY / CHANG & LEE



Today's final workshop focuses on revising the Prospective Cover Letter and whether the whole paper satisfies the requirements of the assignment. Let's make sure you are ready to hand in your *fully revised* paper.

## Introduction

Does the Author have a claim? Underline it. Is it focused and analytical? How could the author make it more analytical?

Is there a roadmap, or a clear description of how the paper will progress??

## Body

Underline the topic sentences of each paragraph. Does each paragraph address that topic and nothing else?

Does each paragraph help to support the main topic of the paper?

## Conclusion

Does this author conclude this paper in an interesting fashion? Can you offer any suggestions?

## Revision

Ask the author to show you where he/she considerably rewrote the paper. Circle these sections.

Ask the author to show you where he/she edited.

Help this author proofread for errors.

What are two suggestions you can offer to this author?

## Revision Check List

- Did you significantly RE-WRITE sections of your paper?
- Did you EDIT your paper?
- Did you PROOFREAD your paper?
- Did you respond to instructor comments?
- Did you respond to peer comments?
- Did you satisfy the assignment?
  
- Single-spaced
- Business letter
- MLA Format
- Times New Roman font, 12 point
- One-inch margins