The Reverse Outline: Once you have a draft of your paper, go through and write out (or tell someone) the main point of each paragraph and how it relates to your thesis. Once you've done this, you can do several things:

- Make sure the main point of each paragraph is clearly stated in your topic sentence, and reflected on in your conclusion. Also check to see that each paragraph’s main point is clearly connected to your thesis, perhaps in the topic and/or concluding sentences of your paragraph.
- Make sure each paragraph’s main point is relevant to your thesis, and if not, nix the paragraph or revise your thesis.
- Change the order of paragraphs to more clearly demonstrate your point to the reader.
- Make sure the evidence in each paragraph clearly supports the paragraph’s main point, and that this connection is explained to the reader in your analysis.

The Read It Out Loud: Reading your paper out loud will help you see if your sentences are grammatically correct and flow well. This is a great way to catch mistakes like subject and verb disagreements or incomplete sentences. It is also helpful for adding punctuation. For example, if you hear yourself pause in a sentence, you might want to put a comma there (consult the Comma Rules to be sure).

The Print-Out: This is a great strategy to use toward the end of your writing process, when you have a solid draft that you want to polish. Print out everything you have written and read it over slowly as if you are editing a friend’s paper (this works best if you take a break between writing and doing this activity). Mark it up:

- Are your paragraphs cohesive?
- Do any sentences seem awkward?
- Are there better choices for some of your words?
- Are there any typos?
- Are all of your sources cited correctly?
- Did you meet all of your professor’s requirements?

This is a great way to check the details of your paper. Once you make your changes on the electronic copy, print it out again and repeat to catch any remaining errors.