

C.A.T. Quick Revision Checklist

A quick phased revision process to make your writing closer to perfect.

CLARITY

Point & Structure

Point first: A busy reader gets the point in the first two sentences.

Roadmap: Headings and topic sentences tell the story of the document.

One idea per paragraph: Each paragraph earns its space.

Sentence-level

Cut clutter: Delete throat-clearing phrases and other words not doing work.

Shorten & vary: Break apart any sentence doing more than one job.

Concrete verbs: Prefer direct verbs (“analyze” > “conduct an analysis”).

Reduce reader friction

Define terms only when they help, then use them consistently.

Replace “this / that / it” with the actual noun if there is any ambiguity.

ACCURACY

Details.

Check spelling & consistency of names, entities, acronyms, defined terms.

Confirm numbers, units, dates, time zones.

Attention to grammar and mechanics.

References

Confirm sections, exhibits, attachments, and page cites.

Check quotes and citations: verbatim and properly formatted.

Proofing strategies (pick one or two that work for you)

Change the view to reset your eyes (print, PDF, zoom, font)

Read aloud or use read-aloud for missing words & awkward phrases.

Proof backwards by sentence to interrupt brain's “auto-correct.”

TONE

Audience & Intent.

Who is the reader and why are we writing to them?

Clear ask or next step.

Heat Index check. Aim for green.

Green: calm, grounded, professional.

Yellow: reads sharper than intended (overstatement, edge, blame).

Red: escalatory (accusatory, sarcastic, defensive, threatening).

Calibrate certainty.

Confidence level matches facts, law, and purpose.

“Spice” words (“blatant,” “unprofessional”) removed unless you’d defend them.