



Policy Memo Revision Checklist

Content and Structure

- Is the purpose of the memo clearly stated in the introduction?
- Does the memo address the specific policy issue or question?
- Is the memo tailored to the needs and knowledge level of the intended audience?
- Are technical terms and jargon explained and minimized?
- Is the memo logically structured with clear headings and subheadings?
- Does the memo follow a coherent flow from introduction to conclusions?
- Is the problem statement or issue clearly defined and contextualized?
- Are the causes and consequences of the problem adequately explained?
- Is the evidence presented relevant, credible, and sufficient to support the arguments?
- Is the analysis logical and well-reasoned?
- Are the recommendations clear, actionable, and feasible?
- Do the recommendations directly address the problem stated?
- Are the benefits and potential drawbacks of the recommendation discussed?

Clarity and Style

- Is the writing concise and to the point?
- Are there any redundant or unnecessary words, sentences, or paragraphs?
- Are the sentences clear and easy to understand?
- Are complex ideas broken down into simpler, digestible parts?
- Is the tone appropriate for the audience and purpose?
- Does the memo maintain a formal, professional tone throughout?
- Is the writing predominantly in the active voice? (They passed the law vs. the law was passed)
- Are the passive sentence constructions used sparingly and appropriately?

Grammar and Mechanics

- Are there any grammatical errors (e.g. subject-verb agreement, verb tense)?
- Are sentences varied in structure and length?
- Is punctuation used correctly and effectively?
- Are commas, periods, and other punctuation marks placed appropriately?
- Are there any spelling mistakes or typographical errors?
- Has the memo been run through a spell-check tool?

Formatting

- Are the headings and subheadings used effectively to organize content?
- Are headings clear and descriptive?
- Is the formatting (e.g. font size, style, spacing) consistent throughout the memo?
- Are bullet points, numbered lists, and other formatting tools used effectively?
- Are charts, graphs, and tables clear, relevant, and correctly labeled?

Do visuals enhance the understanding of the content (if applicable)?

Final Review

- Has the memo been reviewed by peers or advisors for feedback?
- Have the suggestions and feedback been appropriately incorporated?
- Has the memo been read aloud to check for flow and readability?
- Are there any awkward or unclear sections that need revising?
- Has the memo been proofread multiple times?