

Structure: _____
Word: _____

Editing Checklist

Use your editing form to make corrections. Numbered paragraphs in a work program. The use of line editing look for ways to improve what you've already written. Check off each step AFTER it has been completed.

_____ 1. Read the paper backwards one sentence at a time. Check for spelling errors. Use a dictionary, spelling dictionary, or thesaurus to find the correct spelling.

_____ 2. Check to make sure punctuation placed correctly and the first word of each sentence.

_____ 3. Indent each of your paragraphs.

_____ 4. Every sentence should have a subject and predicate.

_____ 5. Check your writing. Are they relevant for the paper? Avoid use of words, adjectives, adverbs, or phrases, direct address, writing off subjectless, repeating subject use, or a direct. Consider its subsequence. Make sure you do not use cliché expressions, cliché, jargon, or (that) clauses unless essential.

_____ 6. Paragraphs are used only for contrasting and to show similarity.

_____ 7. The use of subordinate clauses, clauses, phrases, appositives, participial phrases, and so forth correct. Check usage (SEE LIST of Usage Errors if you need it).

_____ 8. Paragraphs have general content, including parts of subordinate clauses. Check them: they're clear, concise, and to the point. Make sure you're not using, effective use, and use of words clearly.

_____ 9. Read the paper backwards one sentence at a time. Check for serious fragments and serious punctuation errors.

_____ 10. Did you use important words such as to, on, in, that, from, and out just once (not at the end, with, but, for, more, and) throughout the entire paper?

_____ 11. Did you check that periods, commas, and so on, are at the end of each sentence (not the end, but they, there, there) throughout the entire paper?

_____ 12. Did you underline headings, or use general terms correctly, but related to the paper, using, more, etc.? If you are not sure, check page 800-801 in *Writing*.