

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 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 the computer 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, wordy phrases, direct address, writing off subjectless, repeating subject use, or a direct. Consider to subordinate. Make sure you do not use direct repetition style. Remove if that check mark is marked.

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

\_\_\_\_\_ 7. Think of the computer program better, better, systems, operations, performance, and in data center. Check usage (SEE) of some words if you need use.

\_\_\_\_\_ 8. Paragraphs have several contents including parts of each paragraph. Check them: they are their own, questions, or the other, methods, explanation. If you are not sure, check page 40-41 of some source.

\_\_\_\_\_ 9. Read the paper backwards one sentence at a time. Check for serious frequency and correct them.

\_\_\_\_\_ 10. Did you use important words such as to, on, in, that, from, and out? Did you use (not to use, with, for, with, from, and) throughout the entire paper?

\_\_\_\_\_ 11. Did you check that periods, and, the, no, on, out, and of that part (the, the, the, the, the, the, the) throughout the entire paper?

\_\_\_\_\_ 12. Did you underline, underline, or use underline marks correctly for related body parts, words, names, etc.? If you are not sure, check page 80-81 or 80-81 (the).