

Structure: _____
Word: _____

Editing Checklist

original draft into a more cohesive, unified, organized work-in-progress. You are not done until you 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 (period, comma, 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? sentence, end of topic, unnecessary word or phrase, direct address, writing off subjectless, repeating subject too, or a detail? Or instead to subordinate? Make sure you do not use too many subordinate clauses. Remove if that clause is not essential.
- _____ 6. Paragraphs are used only for contrasting and to show similarity.
- _____ 7. Think of the complete paragraph (topic, subject, predicate, supporting info) in this context. Check usage (SEE LIST of some words if you need it).
- _____ 8. Paragraphs have general content, avoiding piles of unrelated info. Check these: they're clear, concise, in a clear order, not too long, not too short. If you're not sure, check the 4th-5th of some source.
- _____ 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 (or) past tense (not to use, were, did, took, have, etc.) throughout the entire paper?
- _____ 11. Did you check that periods, commas, and other punctuation (the, for, the, how they, there, there) throughout the entire paper?
- _____ 12. Did you eliminate anything, or use general terms (especially for related background info, names, etc.)? If you are not sure, check page 800-801 in *Woods*.