Editing Checklist:

IDEAS

* My main idea is crystal clear throughout the paper. This writing is engaging and informative.
* The reader can tell that the story is well planned.
* I chose details that are important and interesting and hold the reader’s attention.
* I left out the “filler.” Details relate clearly to my main idea or story.
* My topic is narrowly focused and manageable.

ORGANIZATION

* My lead grabs the reader’s attention and makes him or her want to read on.
* Every detail seems to be in the right order.
* My paper follows a pattern that works really well for this topic. (*Think of the Plot Pyramid)*
* I built strong bridges between sentences by using transitional words (i.e.: Then, afterwards, etc)
* My conclusion brings things to closure and leaves the reader thinking

VOICE

* The reader will want to share this paper aloud
* I love this topic, and my enthusiasm will get the reader hooked, too
* I’m writing for a particular audience, and I’ve considered the interests and needs of this audience
* I’ve used just the right voice for this topic. It fits like a glove.

WORD CHOICE

* Strong verbs consistently give my writing energy.
* I cut the clutter. I made every word count.
* I used sensory language to help the reader see, hear, feel, taste or smell.
* If I used new or unusual words, I tried to make the meaning clear from context.

SENTENCE FLUENCY

* The reader can easily read this aloud with the kind of expression that brings out voice and meaning.
* The reader will see plenty of variety in sentence length and structure.
* I avoided run-on sentences and repetitive or choppy writing.
* My dialogue (if I used any) sounds like real people talking.

CONVENTIONS

* I used conventions correctly to make the meaning clear.
* I checked spelling, punctuation, grammar and usage, and capitalization. They are all correct.
* I read the paper silently and aloud. I corrected every mistake I saw or heard.