






# EDITING CHECKLIST

Make sure you read your work carefully. This checklist will help you identify the areas to work on.

<b>First, examine the whole:</b>		✓
	I have answered every part of the question	
	I have answered the question explicitly	
	I emphasise key words from the question in the intro, conclusion & body	
	My argument is strong and clear	
	My assignment is well-organised	
	My work makes sense	
	My assignment fits the word limit	
<b>Next, focus on each section:</b>		✓
	My assignment is well-balanced in terms of the attention given to each part	
	The different sections are easily recognisable	
	The transitions between sections are smooth	
<b>Then, focus on individual paragraphs:</b>		✓
	Each paragraph is on one topic	
	The main point is clear	
	Sentences are in the right order	
	Paragraph breaks are in the right place	
	Transitions between paragraphs are smooth	
	Every paragraph contributes to answering the question	
<b>Finally, examine each sentence:</b>		✓
	Each sentence is complete	
	Each subject and verb agree	
	The tenses are consistent	
	The meaning is clear	
	The grammar is correct	
	Every word is spelled correctly	
	All sources are used correctly	
	Referencing details are correctly cited	
	I've included my list of References	



## Related resources:

Structure of an essay  
Structure of a paragraph

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