

## EDITING CHECKLIST

1. <b>Did you answer all of the questions or fulfill all of the ideas for the assignment?</b>	
2. <b>Are your sentences clear and concise?</b> (Avoid using filler words: like, there is, there are, due to the fact, not often, etc.)	
3. <b>Can your sentences or ideas be combined to avoid repetition?</b>	
4. <b>Are your paragraphs organized logically? Do they contain clear transitions?</b>	
5. <b>Are your pronoun references clear?</b> (My sister is sometimes confused for my mom, but <u>she</u> has much shorter hair vs. My sister is sometimes confused for my mom, but <u>my mom</u> has much shorter hair)	
6. <b>Do you use the active voice whenever possible?</b> An active voice is one in which the subject performs the action (The <u>dog</u> <u>bit</u> the boy).	
7. <b>Do you use passive constructions when appropriate?</b> Use passive constructions when the subject performing the action is unclear or when the actor is unimportant/less important than the object, <u>Rules are made to be broken</u> vs. <u>The government creates rules to be broken</u>	
8. <b>Are there any clichés in your sentences?</b> (Hard as a rock, green with envy, heavy as lead, tough as nails, madder than a wet hen, etc.) For a more extensive list visit: <a href="http://clichesite.com/alpha_list.asp?which=lett+1">http://clichesite.com/alpha_list.asp?which=lett+1</a>	
9. <b>Do all of your subjects and verbs agree?</b> (The graduation <u>requirements</u> stated in the catalog <u>is</u> not clear vs. The graduation <u>requirements</u> stated in the catalog <u>are</u> not clear)	
10. <b>Do you use one-sentence paragraphs appropriately?</b>	
11. <b>Are your references, citations, and calculations accurate?</b>	
12. <b>Have you proofread?</b> (checked spelling, grammatical, and punctuation errors)	

### \*QUICK TIPS FOR EDITING

- *Step away from the text!* After you've just finished writing a paper, it is often too familiar to look at critically and effectively. Come back to the paper after a few days, weeks, months, hours, whatever it takes. Just take some time away from it before you decide to edit and proofread.
- *Make your text the center of attention.* When you edit and proofread, you don't want to be running away on the treadmill, watching Grey's Anatomy, baking a cake, playing Madden 2007, or doing any other activity that may take away from your text's attention. Make your text the central focus in order to get the most out of editing and proofreading.
- *Use another pair of eyes.* When it comes to your health, a second opinion never hurts, so why not apply that same concept to your writing. Having another person read over your paper generally does more good than bad, and oftentimes they find something that you missed.
- *Don't rely on spell-check.* One of the many handy inventions of the 20<sup>th</sup> century, spell-check is a great assistant, but like a weather forecast, not always reliable. Don't forget, you are the most thorough "spell-checker" there is, and only you can tell when you're using their, there, or they're correctly.
- *Choose your form.* Some people like to do their editing and proofreading on the computer, others in hard copy. Whichever method you prefer, make sure it's the one that works best for you and work with it.
- *Break it down!* When working with your text, try and edit/proofread in short time spans to keep your concentration at its prime.
- *Prioritize!* If time for your text is limited, focus on what you consider to be the most important components of proofreading and editing.

