

Editing Checklist

Check for content

1. Has the writer told the audience everything they need to know?
2. Has the writer said what they wanted to say?

Check that it makes sense

1. Is their purpose clear?
2. Are things arranged in the right order?
3. Does each sentence make sense?
4. Will the writing be understood by others?

Check for language and style

1. Has the writer used words and a style that are appropriate for their audience and purpose?
2. Do they understand when writing needs to be formal and when it can be informal?

Check for mechanics

1. Check for any mistakes in spelling, grammar and punctuation.
2. Use tools such as dictionaries and spell or grammar checks on word processors.
3. When sending letters, the final copy should not have any spelling, grammar or punctuation mistakes.

Encourage the writer to talk to others about the writing (conference)

1. The writing works if it makes sense to others and can be easily understood by them.