

Editing Checklist

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

First, examine the whole:	
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	
Next, focus on each section:	
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	
Then, focus on individual paragraphs:	
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	

Finally, examine each sentence:	
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 correct	
I've included my list of References/Works Cited/Bibliography	



Related resources:

Structure of an essay

Structure of a paragraph

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