

SELF-EDITING CHECKLIST

This checklist provides a quick summary of the lessons of the course.

APPEARANCE:

- Does your document look good on the page? Is it balanced and look easy to read?
- Are your paragraphs short?
- Do you make good use of white space?
- Have you considered your typeface?

THE SCAFFOLD

- Do you start immediately with a purpose?
- Do the next sentences provide a summary of the argument to follow?
- Does your introduction “roadmap” your argument for your reader?
- Do you start your body paragraphs with your most important point?
- Does each paragraph have a strong topic sentence?
- Do you address only one topic per paragraph?
- Does your conclusion conclude? No new information?

SELF-REVISION

- Edit every sentence for simplicity and clarity.
- Check to make sure none of your sentences are too long.
- Hack away at the unessential.
- Remove generalities and jargon.
- Check for grammar.
- Check for repeated words.
- Get rid of the passive voice.
- Get rid of many forms of the verb “to be” or “to have” as you can.
- Cut as many prepositional phrases as you can.
- Always proofread!
- Consider asking a trusted colleague for feedback.