CHECKLIST FOR SELF-EDITING

1. Check for clarity

☐ Is there a clear take-away message? Consider *the purpose or function* of the sentence / paragraph.

☐ Can I identify the *grammatical subject and verb* of the sentence?

☐ Are there any *unclear modifiers*? Consider the placement of words, phrases, and clauses and their connection to the sentence's main action.

☐ Have I avoided *vague pronouns?*

2. Check for structure

☐ Does every sentence have *an independent clause*?

☐ Are my *subject and verb close together* and, if possible, near the beginning of the sentence?

☐ Is there agreement between *subjects and verbs*, *nouns and pronouns*, *nouns and articles,* and *verb tenses*?

3. Check for connectors

☐ Are my *transitions* between sentences logical and do they show my thought process?

☐ Am I using *conjunctions* and *conjunctive adverbs* appropriately to *connect phrases and clauses*?

☐ Have I been intentional with *punctuation* and followed the rules?

4. Check for vocabulary

☐ Are there opportunities to *eliminate wordiness*?

☐ Am I using conventional *academic phrases* to communicate ideas?

☐ Do I show *concision* with scope markers, like geography and time words, and a balance of *hedging and boosting*?

☐ Have I avoided *weak or value-laden language*?

☐ Did I use *idioms, clichés, similes, metaphors*, or other rhetorical devices? Are these the choices I want to make?

5. Check for spelling

☐ Have I used a spell-checker to *eliminate misspellings*?

☐ Have I read my writing *aloud or half-aloud to spot misspelt words*?