

My Editing Checklist

Concepts	Techniques
Genre features	Answers readers questions for the document Appropriate parts of the document Appropriate format Structure/organization
Audiences	Reading level: <ul style="list-style-type: none"> • High school? • Post-secondary? • Grade 4-6
Nice to know/ need to know	Delete nice-to-know information or put in appendix Highlight crucial information in call-out boxes
Skim and scan	Use <ul style="list-style-type: none"> • Headings • Bolding • Lists (bullets, numbered)
Writer-based prose/ Reader-Based prose	Organized based on what reader wants/needs to know
Cohesion	End of one sentence to start of the next Repeat the topic
Sentences	Under 25 words: target = 14-22 <ul style="list-style-type: none"> • Vary sentence lengths • Vary sentence types • One idea per sentence • Use parallel structures
Vocabulary	Limited to commonly-used words Use shorter words when possible
Direct address	Use "you" Avoid passive voice
Verbs	Use active voice Avoid "to be" ("was," "is") Use present tense

My Tendencies

Concepts	Techniques
Commas	
Agents	