

Personal Checklist for Editing and Revising

What errors are noted in your last piece of writing?

Heading: _____

Format (spacing, margins, title, indenting): _____

Unity (main idea in topic sentence, supported throughout the paper, finished by a concluding final statement):

Organization / Coherence (Logical flow of ideas and wording; transitions guide the reader):

Development (At least three distinct major supporting points, at least two specific details to show what I mean, no statements without examples, explanations, or discussion following:

Sentence Skills:

- **Spelling** that I need to remember: _____

- **Fragments**—examples: _____

- **Run-ons**—examples: _____
