Revision Checklist

Do I need to ADD any information?
☐ Do I have a good beginning?
☐ Have I included all the important details?
☐ Do I need to add an ending?

Do I need to REMOVE any information?
☐ Have I stuck to the topic?
☐ Have I repeated myself in some parts?

Do I need to MOVE any parts?
☐ Are my sentences in the best order?
☐ Do any ideas or details seem out of place?

Do I need to SWITCH or rewrite any parts?
☐ Are there ideas or sentences that are unclear?

Editing Checklist

COPS:
☐ Capitalization: Have you capitalized names and the first word of each sentence?
☐ Organization: Did you indent the first line of the paragraph and continue the rest of the lines along the left margin? Are all of your sentences complete?
☐ Punctuation: Have you put the correct end punctuation mark after each sentence?
☐ Spelling: Have you spelled your words correctly?

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