# Editing Checklist

# Name: Date:

# Project:

#### Words

 1. Nouns are specific and verbs are active.

 2. Modifiers are used sparingly and only to improve clarity.

 3. Words show respect for gender, ethnicity, age, and ability.

#### Sentences

 4. Sentences vary in length and begin in different ways.

 5. Sentences flow smoothly.

 6. Most sentences use active voice.

 7. All sentences include a subject and a predicate and express a complete thought. (See [pages 195-196](http://tldevelopment.net/inquireHSbook/pg191#195).)

#### Correctness

 8. All sentences end with correct punctuation.

 9. Commas are used correctly. (See [page 191](http://tldevelopment.net/inquireHSbook/pg191).)

 10. Subjects and verbs agree. (See [page 194](http://tldevelopment.net/inquireHSbook/pg191#194).)

 11. Pronouns and antecedents agree. (See [page 194](http://tldevelopment.net/inquireHSbook/pg191#194).)

 12. Spelling and capitalization are correct.

#### Design

 13. The document follows the requirements of the assignment or form.

 14. The typeface is easy to read.

 15. White space (margins, blank lines) creates accessible blocks of text.

 16. The overall design enhances the clarity of the piece.