**Checklist** for Revising and Editing DBQ Responses

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| Name: |  | Date: |  |

Use this checklist as you practice revising and editing responses to document-based questions. You will not be able to use this checklist during a testing situation, but these are the kinds of questions you should ask yourself as you improve your work.

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| **REVISING** |
|  | **Ideas** Does my response answer the prompt? (Review the **PAST** questions.) |
|  | **Organization** Do my beginning, middle, and ending work well? Are my paragraphs well structured and in the best order? |
|  | **Voice, Words, and Sentences** Does my voice achieve my purpose? Does my essay read smoothly? |
| **EDITING** |
|  | **Conventions** Have I checked all facts, figures, names, and technical terms? Have I checked punctuation, capitalization, spelling, and grammar? |