**Checklist** for Revising and Editing Math Summaries

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

Use this checklist as you revise and edit your math summary.

|  |  |
| --- | --- |
| **REVISING** | |
|  | **Ideas** Have I stated the main point and traced key trends? |
|  | **Organization** Do I have effective topic, body, and closing sentences? |
|  | **Voice** Does my tone fit the article, subject, and purpose? |
|  | **Words** Do I correctly use mathematical terms from the article? |
|  | **Sentences** Does the summary read smoothly? |
| **EDITING** | |
|  | **Conventions** Have I checked all facts, figures, names, and technical terms? Have I checked punctuation, capitalization, spelling, and grammar? |
|  | **Design** Do I include an informative title for my summary? |