**Checklist** for Revising and Editing Memos

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| Name: |  | Date: |  |

Use this checklist as you revise and edit your memo. Make improvement until you can check off each of the traits under “REVISING,” with input from a peer reviewer. Then check the traits under “EDITING,” with help from a peer editor.

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| **REVISING** | |
|  | **Ideas** Is my topic clear? Is my purpose obvious? |
|  | **Organization** Do my beginning, middle, and ending work well? |
|  | **Voice** Have I used a positive, friendly tone? |
|  | **Words** Have I explained any unfamiliar terms? |
|  | **Sentences** Does my memo read smoothly? |
| **EDITING** | |
|  | **Conventions** Have I checked all facts, figures, names, and technical terms? Have I checked punctuation, capitalization, spelling, and grammar? |
|  | **Design** Are my paragraphs flush left with a double space between them? |