**Checklist** for Revising and Editing Process Essays

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| Name: |  | Date: |  |

Use this checklist as you revise and edit your process essay. Make changes until you can check off each trait under “REVISING.” Also have a peer reviewer check these traits. Then switch to “EDITING” with the help of a peer editor.

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| **REVISING** |
|  | **Ideas** Have I introduced the process in an interesting way? Does my thesis statement highlight my interest in or note the importance of the process? Do I provide complete steps? |
|  | **Organization** Do my beginning and ending work well? Does the middle give steps or stages in chronological order? Do my transitions make the order clear? |
|  | **Voice** Does my writing demonstrate my interest in the topic? |
|  | **Words** Have I used specific nouns and verbs and defined unfamiliar terms? |
|  | **Sentences** Do I use imperative (command) sentences for giving directions? |
| **EDITING** |
|  | **Conventions** Have I used correct punctuation, capitalization, spelling, and grammar? |