Comparison Revising and Editing Checklist

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| Name: |  | Date: |  |

Use the following checklist as a guide when you revise a first draft. Add, cut, rewrite, and rearrange information until all of the traits are working effectively.

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| **Do I express a strong IDEA?** | |
|  | Do I use specific facts and details to compare and contrast two topics? |
| **Do I use clear ORGANIZATION?** | |
|  | Do I follow an appropriate organizational pattern? |
| **Do I use my natural VOICE?** | |
|  | Do I use a voice that sounds knowledgeable, confident, and interesting? |
| **Do I choose the best WORDS?** | |
|  | Are all key words and ideas clearly defined? |
|  | Do I use specific nouns and active verbs? |
| **Do I create smooth-flowing SENTENCES?** | |
|  | Do all my sentences read smoothly? |
| **Do I use correct CONVENTIONS?** | |
|  | Is my writing free of errors in punctuation, capitalization, usage, and grammar? |