Graph Revising and Editing Checklist

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

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

|  |
| --- |
| **Do I express a strong IDEA?** |
|  | Is my data clearly and accurately displayed? |
| **Do I use clear ORGANIZATION?** |
|  | Have I chosen the best graph types for my information? |
|  | Are my graphs clearly organized? |
| **Do I use my natural VOICE?** |
|  | Does the language sound objective? |
| **Do I choose the best WORDS?** |
|  | Are all labels accurate and concise? |
| **Do I create smooth-flowing SENTENCES?** |
|  | Do my graphs read smoothly? |
| **Do I use correct CONVENTIONS?** |
|  | Have I checked the data carefully? |
|  | Have I checked punctuation, capitalization, and spelling? |
| **Do I have an effective DESIGN?** |
|  | Do my graphs use effective design elements? |