Graph Revising and Editing Checklist

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| 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.

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| **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? |