Math Summary Revising and Editing Checklist

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| Name: |  | Date: |  |

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

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| **Do I express a strong IDEA?** | |
|  | Have I stated the main point and paraphrased the key details? |
| **Do I use clear ORGANIZATION?** | |
|  | Do I have effective topic, body, and closing sentences? |
| **Do I use my natural VOICE?** | |
|  | Does my tone fit the article, subject, and purpose? |
| **Do I choose the best WORDS?** | |
|  | Do I correctly use math terms from the article? |
| **Do I create smooth-flowing SENTENCES?** | |
|  | Does the summary read smoothly? |
| **Do I use correct CONVENTIONS?** | |
|  | Have I checked all facts, figures, names, and technical terms? |
|  | Have I checked punctuation, capitalization, spelling, and grammar? |
| **Do I have an effective DESIGN?** | |
|  | Do I include an informative title for my summary? |