**Revising—How-To Essays**

Use this checklist to revise your essay.

|  |  |
| --- | --- |
|  | Do I explain an interesting process and include the correct steps in the correct order? |
|  | Does my beginning introduce the topic and state my thesis? |
|  | Do the steps in the middle appear in time order? |
|  | Do I use command sentences and define important terms? |
|  | Does my ending effectively wrap up my writing? |

**Editing—How-To Essays**

Use this checklist to polish your essay.

|  |  |
| --- | --- |
|  | Have I checked end punctuation and commas? |
|  | Have I correctly capitalized first words and proper nouns? |
|  | Have I checked spelling and easily confused words? |

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