

## CHECKLIST FOR REVISION

1. Do I have a clear central idea that connects to the topic?
2. Do I stay focused on my central idea?
3. Do I support my central ideas with important and relevant details/examples?
4. Do I need to take out details/examples that DO NOT support my central idea?
5. Is my writing organized and complete, with a clear beginning, middle, and end?
6. Do I use a variety of interesting words, phrases, and/or sentences?



## CHECKLIST FOR EDITING

7. Have I checked and corrected my spelling to help readers understand my writing?
8. Have I checked and corrected my punctuation and capitalization to help readers understand my writing?



## CHECKLIST FOR PROOFREADING:

9. Is everything in my final copy just the way I want it?

## Appendix #3