

Editing: Making a Personalised Checklist

Go through the last two or three pieces of writing you've done. What aspects of your writing need improving? Your checklist **might** include some of the following:

Structure

- Clear argument
- Logical argument
- Ideas backed up by evidence
- Each paragraph and section focuses on a particular point
- Sentences are concise

Grammar and Punctuation

- Apostrophes used correctly
- Verb tenses used correctly
- Commas used correctly
- No unnecessary adverbs

Citation / Reference Format

- All evidence is properly referenced
- Works Cited / Bibliography contains all material referenced
- Same format used throughout

This is far from a complete list of possibilities. Look at the feedback from your markers and look for what your own problem areas are.