My editing checklist: Level 3

Name _____ Date _____

Check your draft against your purpose and reader. Tick each thing, then make two improvements.

Purpose and reader

- [ ] I know who I am writing for and why.
- [ ] The form and tone suit my purpose and reader.
- [ ] My opening and ending are clear and effective.

Cohesion and structure

- [ ] My paragraphs are organised around a theme.
- [ ] I linked ideas across paragraphs using a range of connectives.
- [ ] I used headings or layout devices where they help.

Language and grammar

- [ ] I chose precise vocabulary and cut weak words.
- [ ] I used relative clauses, modal verbs or the passive where they fit.
- [ ] My tense and subject-verb agreement are consistent.
- [ ] I used the right register: formal or informal.

Punctuation and spelling

- [ ] Speech, commas, brackets and apostrophes are correct.
- [ ] I proofread for spelling errors, reading line by line.

My next writing target