

Sentence Editing Checklist

Clarity & understanding

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|-----------------|---|
| → Sentences are | <input type="checkbox"/> clear |
| | <input type="checkbox"/> easy to understand |

Variations

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| → Sentences have | <input type="checkbox"/> varying lengths |
| | <input type="checkbox"/> varying structures |
| | <input type="checkbox"/> varying words at their beginnings |

Sentence fragments

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|--------------------------------------|------------------------------------|
| → Sentences are complete and contain | <input type="checkbox"/> a subject |
| | <input type="checkbox"/> a verb |

Run-on sentences

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| <input type="checkbox"/> Sentences containing 2 or more independent clauses were split |
| <input type="checkbox"/> Sentences containing 2 or more ideas were split |

Unnecessary sentences

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| <input type="checkbox"/> Unnecessary sentences were removed |
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Word Choice Editing Checklist

Words meanings

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| → Words with strong meanings are used | <input type="checkbox"/> precise adjectives |
| | <input type="checkbox"/> specific nouns |
| | <input type="checkbox"/> expressive verbs |

Repetition

- | |
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| <input type="checkbox"/> Repeated words were replaced with synonyms |
| <input type="checkbox"/> Common words were replaced with strong words |

Paragraphs Editing Checklist

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| <input type="checkbox"/> Paragraphs are easy to understand |
| <input type="checkbox"/> Paragraphs follow a clear and efficient structure |
| <input type="checkbox"/> Each contains no more than one idea |
| <input type="checkbox"/> Transition words are used |

