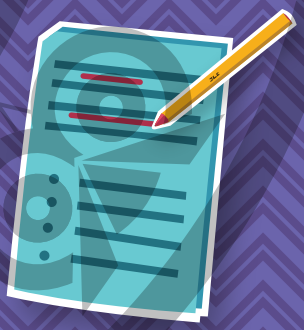
# Editing Checklist

MIGHTY MINDS

- [ ] Check for spelling – you may pick up more errors by reading your work backwards so that you are focusing on one word at a time.
- [ ] Check your punctuation. Try to incorporate more uncommon punctuation marks, such as semi-colons and dashes. These can be used to make your writing more cohesive.
- [ ] Look at your paragraphing. Each new idea needs to be in its own paragraph.
- [ ] Direct speech – new speaker, new line.
- [ ] Make sure your work is cohesive. Use linking words and swap things around so that the sequence is logical.
- [ ] Know the purpose, audience and genre of your written work.
- [ ] Vary the length of your sentences.
- [ ] Aim for one "impressive" word every three lines.
- [ ] Replace "boring" words.
- [ ] Make sure your tense is correct and consistent.
- [ ] Describe the five senses: sight, sound, smell, taste and touch.
- [ ] Include imagery and other figurative language, such as similes, metaphors and personification.
- [ ] Check to make sure you are using creative verbs. "A good verb is worth a dozen adjectives!"



PREVIEW