

*\*\*\*Editing is a step of writing process and when you edit your writing, you can get a better outcome. This is a sample editing checklist, so you can use it or adapt it.*

### **Editing Checklist**

Did you use the correct verb for a singular or plural subject?

Did you use the pronouns correctly?

Did you use the prepositions correctly?

Did you use relative clauses correctly?

Did you use passive forms correctly?

Did you use the linking words correctly?

Did you use the correct punctuation?

Did you maintain verb-tense consistency between the dependent and independent clauses of time?

Did you write a topic sentence and a concluding sentence which is parallel to your topic sentence?

Did you write supporting sentences related to the main idea of the paragraph and details to explain the supporting ideas?

*If it is an essay, in addition to those mentioned above,*

Did you write a thesis statement and a relevant concluding sentence?

Did you write a final thought / comment?