

4th GEAR
Stage 4 – Transferring Learning
Editing

Use these questions to help you edit the rough draft of your essay.

Organization:

Do I have a clear introduction and conclusion?
Is my thesis statement strong and clearly stated?
Have I used proper paragraph construction throughout?

Focus:

Is my point of view clearly understood?
Does each paragraph relate to my thesis?
Have I included enough supporting evidence and detail for each point?

Style:

Have I used effective transition words between paragraphs?
Are the words used correctly? Are they clear in meaning and interesting?
Is my tone appropriate?

Mechanics:

Have I used correct punctuation?
Is my spelling correct?
Are my sentences complete and varied in type and length?
Is my verb tense consistent?
Do I have any agreement problems?