

# Self-Editing Checklist

Use this guide to edit your writing for grammar and sentence-level concerns. Click on linked text for resources on grammar and writing topics.

See [the checklist method in action](#) (YouTube playlist).

## Check for clarity

- Is there a clear take-away message? Consider [the purpose or function](#) of the sentence / paragraph.
- Can I identify the [grammatical subject and verb](#) of the sentence?
- Are there any [unclear modifiers](#)? Consider the placement of words, phrases, and clauses and their connection to the sentence's main action.
- Have I avoided [vague pronouns](#)?

## Check for structure

- Does every sentence have [an independent clause](#)?
- Are my [subject and verb close together](#) and, if possible, near the beginning of the sentence?
- Is there agreement between [subjects and verbs](#), [nouns and pronouns](#), [nouns and articles](#), and [verb tenses](#)?

## Check for connectors

- Are my [transitions](#) between sentences logical and do they show my thought process?
- Am I using [conjunctions](#) and [conjunctive adverbs](#) appropriately to [connect phrases and clauses](#)?
- Have I been intentional with [punctuation](#) and followed the rules?

## Check for vocabulary

- Are there opportunities to [eliminate wordiness](#)?
- Am I using conventional [academic phrases](#) to communicate ideas?
- Do I show [concision](#) with scope markers, like geography and time words, and a balance of [hedging and boosting](#)?
- Have I avoided [weak or value-laden language](#)?
- Did I use [idioms, clichés, similes, metaphors](#), or other rhetorical devices? Are these the choices I want to make?