

	Questions about Editing
Use logical order.	Do related points appear in different sections? Do I guide the reader through with transitions?
Connect all ideas with your purpose.	What does this have to do with _____
Look for clarity of ideas.	Does this say what I mean? “What I really mean is...”
Offer proof.	Do I have enough of the best facts to prove what I say?
Know your errors	What errors do usually I make? How can I locate them?
Read out loud. Read backwards.	How does this sound? Are my ideas clear?
Correct errors.	What is the correct way to do this?
Look up correct usage.	Where can I find the correct usage? Grammargirl.com
Check spelling.	What is the correct word and usage? Did I spell all names correctly? Are numbers accurate? Is source material accurate?

