**FORM 4.1**

**EDITING THE FIRST DRAFT**

Almost all famous writers have editors. During the process of research and writing, writers sometimes become too close to the content to see errors. This editing process clarifies thoughts; ensures ideas are in logical order; and corrects spelling, grammar, and punctuation.

**HOW DO YOU EDIT?**

* I have read my draft at least twice.
* I have read my draft once aloud to find missing word or sentence probems.
* I have edited my work for content, organization, spelling, and grammar.
* I have had help editing from another person to double-check my work.

**WHAT TO LOOK FOR?**

1. Content
* I have met the content and length requirements of the assignment.
* I have considered the nature and need of my audience.
1. Structure
* My introduction includes:
	+ An interesting opening
	+ Relevant background information
	+ A clear statement of purpose or thesis
* The paragraphs or sections of my presentation include:
	+ An opening sentence for each paragraph that:

- clearly states the topic

- relates to my purpose or thesis in some way

- begins with a link to the previous paragraph

* Enough details and analysis to develop each idea
* Ideas arranged in an effective order (usually ending with my strongest statements)
* My conclusion:
	+ Reinforces purpose or thesis
	+ Makes recommendations and demonstrates impacts
	+ Provides synthesis of the main ideas
1. Style and Format
* My sentences are varied in length for interest, and free from grammatical errors (e.g. subject-verb non-agreement; incorrect change in tense; sentence fragments).
* My paragraphs and sentences flow smoothly and progress logically.
* I have listed my resources, quotations, and citations in the correct Chicago style format.