

Editing Etiquette 3

Questions for Self or Peer Editing

1. Is this a good title for the text? What are some possible other titles?
2. Does the first sentence grab the attention of the reader? Should a quotation, a piece of dialogue, some action words, an exclamation or humour be used instead?
3. Who is the intended audience for this text? What will readers think as they read this?
4. Does the writing stay focussed on the topic or storyline?
5. Are the ideas well organized in an appropriate form (e.g. letter, story, poem, etc.) or would another writing form work better?
6. Is there a variety of simple, compound and complex sentences to convey meaning and create effect?
7. Do the ideas or events in the writing flow smoothly? Have transition words been used effectively?
8. Have the most effective words been chosen to express ideas? Do the words convey enough emotion? Are there some words that have been used too often that could be replaced by more interesting ones?
9. Does the writing make sense? Is the meaning clear to the reader?
10. Does the tone and point of view match the writing purpose (to entertain, to persuade, to explain, to tell a story, etc.)?
11. Have unique words, special techniques and/or literary devices been used to reflect the author's/your personal style?
12. Does the ending leave an impression on the reader?

