





Keyboards and Kickstands: Writing Tips With a K

Revision and Editing Checklist: Make it shine

With all of that time and effort you've put into your writing so far, you'd better make sure that you polish it to the right shine.

Check these things off and your piece will be ready for publishing:

✓	Fine Writing Trait	Check your work
	1. Content Make sure that the content in your writing is appropriate and effective - and worth your readers' time.	<ul style="list-style-type: none"><input type="radio"/> Main Idea is narrow enough for me to explore it deeply.<input type="radio"/> The title, headline and subheadings are intentional and interesting.<input type="radio"/> Opening lines are immediately engaging and give my readers a reason to keep reading.<input type="radio"/> Content offers my readers something new and interesting of value - either Education, Information or Inspiration.<input type="radio"/> My conclusion feels satisfying and reminds my readers what is important - with a call to action.
	2. Organization Organize your ideas intentionally to make your writing easy to follow and culminate in the desired effect in your reader.	<ul style="list-style-type: none"><input type="radio"/> I chose the order of my ideas intentionally and followed through with my plan<input type="radio"/> I used appropriate transitional words and phrases to guide my reader through my outline effectively.<input type="radio"/> All of the important points and information are in my draft.<input type="radio"/> Nothing distracting or unnecessary snuck in, or if it did sneak in - I cut it out.
	3. Style and Tone Make sure your Voice shows up in your writing, and that it is at its best.	<ul style="list-style-type: none"><input type="radio"/> I used an active voice, rather than passive ("She made a cake." instead of "The cake was made.").<input type="radio"/> I used descriptive and sensory details; precise and concrete terms, and interesting and contextually appropriate words.<input type="radio"/> I used a variety of sentence types and lengths, with purpose.<input type="radio"/> I got rid of unnecessarily repeated words or phrases (even keywords).<input type="radio"/> This sounds like me. I would say this to a friend of mine and she'd believe it was me.
	4. Editing This is the final polish, where you get to the conventions and make the final draft shine.	<ul style="list-style-type: none"><input type="radio"/> I've double-checked the spelling of all of the trickier words in my draft - especially homophones and names.<input type="radio"/> I've checked my end punctuation.<input type="radio"/> I have reasons for my comma and dash usage.<input type="radio"/> I have used semicolons, colons and quotations properly.