Revising and Editing Checklist

	Use Planning Strategies	Organize Information	Aware of Audience	Vocabulary (Tone/Voice)	Vary Sent. Structure	Plural Possesives	Adjectives	Adverbs	Interjections	Apostrophes	Quotation Marks	Commas	Hyphens to divide words	Editing (run-on sent.)	Commas in a letter