

## Writing Process Step 4 – Editing your work

### 1. What to edit

- Is each of my verbs in the correct tense? .....
- Is each of my verbs in the correct form? .....
- Have I used correct word order? .....
- Have I used the correct preposition? .....
- Have I used the articles correctly? .....
- Have I used the spellcheck? .....
- Have I also checked the spellings myself? .....
- Have I correctly punctuated my sentences? .....
- Have I capitalized words correctly? .....

### 2. How to edit

- Run the spellcheck.
- Read your writing aloud quite slowly, making sure you say every word you have written. (Ambitious students read the sentences from last to first.)
- Check each verb in each clause for the correct tense and form.
- Concentrate next on the mistakes you personally make most often.
- Use Google to check grammar and usage – for ambitious students.
- Run the grammar check and ask your teacher if you don't know what is wrong.

**Ask your teacher!**