



Master Checklist for Global Editing (Sample Answers)

<p>1. Revise the introduction.</p>
<p>Does your essay:</p> <p>State the overall topic of the essay?</p> <p>Provide a cohesive thesis for the essay?</p> <p>Map the basic structure of the essay?</p>
<p>2. Revise the overall organization.</p>
<p>Does your essay:</p> <p>Include all the information promised in the introduction?</p> <p>Avoid including extra information that is not expected based on the introduction?</p> <p>Provide clear sections in the essay for each idea promised in the introduction?</p>
<p>3. Revise the paragraph structure</p>
<p>Does your essay:</p> <p>Have a strong topic sentence?</p> <p>Provide enough information to be effective?</p> <p>Use effective transitions?</p> <p>Present information in a logical order?</p>
<p>4. Revise the use of research material</p>
<p>Does your essay:</p> <p>Use direct quotation and paraphrase accurately?</p> <p>Use accurate in-text citation?</p> <p>Have a properly formatted Reference Page?</p>
<p>5. Revise the sentences</p>
<p>Does your essay:</p> <p>Have grammatically accurate sentences?</p> <p>Use a vocabulary, style, and tone appropriate to academic writing?</p> <p>Express ideas clearly and concisely?</p>