



## Master Checklist for Global Editing (Practice)

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