*EDIT SHEET*

Writer’s Name:

Editor’s Name:

Correct spelling errors\_\_\_

List corrections\_\_\_

1) Numbers under 1000 are written out unless they are addresses,

times, percentages, or dollar amounts.\_\_\_

2) Avoid starting sentences with prepositional phrases. Should you

begin with a prepositional phrase use a comma to set it off from

the main sentence.\_\_\_

3) Correct punctuation errors (Syntax).\_\_\_

4) Eliminate overuse of terms: like, that, so, and other terms.\_\_\_

5) Eliminate so, then, and, because, and but, at the beginning of

sentences.\_\_\_

6) No I’s used in paper.\_\_\_

7) Eliminate contractions except in dialog.\_\_\_

8) Agreement of tense: Do not mix present and past verbs.\_\_\_

9) Subject/Verb agreement: singular nouns with singular verbs; plural nouns

with plural verbs.\_\_\_

10) Identify misused terms “there home” (Semantics).\_\_\_

11) Does the introduction get the reader’s attention? \_\_\_

12) Use a comma before conjunctions that join two complete

sentences. Use a semi-colon if no conjunction is used.

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Paper has at least three paragraphs (Introduction-Body-Conclusion)\_\_\_

Best thing about the introduction is

One idea to improve the introduction is

Best thing about the conclusion

One idea to improve the conclusion

I have checked this paper and recommended the above changes. Editor sign and date

below.

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I have made the recommended changes. Writer sign and date below.

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