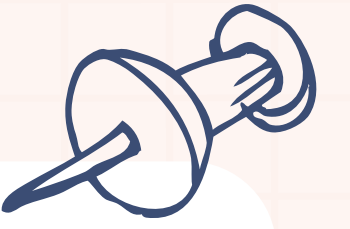# SELF-EDITING *Checklist*

- ◯ I state my main point clearly at the beginning.
- ◯ I set a steady direction in the introduction.
- ◯ I keep each paragraph focused on a single idea.
- ◯ I support my overall point in every section.
- ◯ I give the conclusion a complete and satisfying finish.
- ◯ I place my ideas in an order that feels natural to follow.
- ◯ I build each sentence with a clear subject and verb.
- ◯ I keep the meaning easy to understand.
- ◯ I use active voice where it strengthens the sentence.
- ◯ I remove filler words that add no value.

- ◯ I avoid repetition unless it serves a purpose.
- ◯ I shorten long phrases that slow the pace.
- ◯ I keep the tone steady throughout the draft.
- ◯ I check that every word is spelled correctly.
- ◯ I keep punctuation consistent with the required style.
- ◯ I match each subject with the correct verb form.
- ◯ I keep the tense consistent from start to finish.
- ◯ I follow the correct citation format.
- ◯ I read the paper aloud to catch awkward spots.
- ◯ I confirm that the final version feels complete and polished.