**Editing Checklist Worksheet**

Use this checklist to help refine your research paper. Read through your draft carefully and check each section to ensure it is clear, well-organized, and polished.

**Introduction – Is everything clear?**

☐ Main topic is clear and easy to understand.

☐ Introduction explains main ideas that are in the paper.

☐ There is no unnecessary or repetitive information.

☐ Writing answers the essential questions about the topic.

**Organization Polish – Does it flow smoothly?**

☐ Introduction clearly presents the topic.

☐ Paragraphs are logically ordered and connected.

☐ Transitions guide the reader from one idea to the next.

☐ Conclusion wraps up my paper effectively.

**Voice Polish – Does it have personality?**

☐ Writing is engaging and keeps the reader interested.

☐ Descriptive language is used where appropriate.

☐ There is no awkward or unclear phrasing.