



**Clarity**

*Did you define key terms that could be unclear to readers?*

If not: Briefly discuss what they mean, and cite when necessary.

*Are the sentences clear?*

If not: See if you missed any details, or if there are ideas you can explain further.

*Do your word choices accurately express your ideas?*

If not: Find word choices that DO express your ideas! If you cannot find the exact word through a thesaurus, try to briefly explain the idea. Do not use words through a thesaurus if they do not match the exact meaning of the word, sometimes just explaining the idea in simple terms can make your idea clear.

**Style**

*Did you use an appropriate tone (ex. Informal, formal, persuasive, etc.)*

## Step 2: Proofreading

After the editing process, you can proofread!  
(ex. Grammar, punctuation, spelling).

ocusing on **surface errors**

### Process and Tips:

**Do not just rely on spelling/ grammar checkers**

