

Style

- ___ I used precise, descriptive words.
- ___ I used action verbs wherever possible.
- ___ There is a good mix of long and short sentences.
- ___ The sentence structure is varied.
- ___ The writing sounds natural, not stiff and formal.
- ___ I wrote clearly and eliminated unnecessary words.
- ___ I found interesting ways to explain some facts.
- ___ Quotations are exactly right, word for word.
- ___ Quotations fit into the text in a natural way.

Spelling and Grammar

- ___ The report has been spell-checked.
- ___ The report has been grammar-checked.
- ___ I have used the correct spelling for words that sound alike.
- ___ I have used the same verb tenses throughout the report.

