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!   ocusing on **surface errors (ex. Grammar, punctuation, spelling)**.

Process and Tips:

Do not just rely on spelling/ grammar checkers