Editing Tips

1. Check personal information:
   - Are names spelled correctly?
   - Are titles correct?
2. Double check facts and figures
   - Did you input all numbers correctly?
   - Are dates correct?
   - Have all facts been double checked?
3. Check spelling and grammar
   - Don't completely trust spellcheck. Are all your words the correct ones?
   - Autocorrect actually causes more errors that it fixes.
4. Read your text out loud
   - Does it sound right?
   - Does it flow?
   - Does it sound like your voice?
5. Read from the recipient's point of view
   - Will they understand everything?
   - Are there terms they are unfamiliar with?
6. Take a break:
   - Give yourself time for editing.
   - If your response is emotional, giving yourself time also allows you to separate yourself from an initial reaction and look at things objectively.
7. Let someone else have a look
   - A fresh set of eyes will provide an objective view.