

✓ Editing for Clarity Checklist

GRAMMAR

Word Choice ✓

- ~~Plaintive~~ Plaintiff sues defendant for negligence.
- Learn about the positive ~~affects~~ effects of working out.

Word Order ✓

We fight opposing lawyers ~~with confidence~~. >
With confidence, we fight opposing lawyers.
(Revising the order points to the right reference.)

Parts of Speech ✓

The Chihuahua is not a direct descendent from the Fennec fox despite ~~they~~ them looking and behaving so similarly.

Ambiguity of Parts of Speech ✓

The complex ~~houses~~ provides housing for married and single soldiers and their families.
(Noun vs. verb)

Forking Paths ✓

- We warned ~~her students~~ needed more time. >
 We warned her that students needed more time.
- ~~Wool sweaters are knit of in Iceland~~ contains two types of fibers that make it warm, waterproof, and light. >
Wool used to knit sweaters in Iceland contains two types of fibers that make it warm, waterproof, and light.
(The revised phrases avoid reading "her students" and "wool sweaters" as a unit.)

Parallel Structures ✓

Scaffolding is breaking up the learning into chunks and then ~~you provide~~ providing a tool, or structure, with each chunk.

Verb Tense ✓

This new program will pay or itself. It ~~specified~~ specifies that anyone who ~~used~~ uses the service ~~had to~~ must pay a fee.

Semantic Roles: Who Did What ✓

- He fell down. [or] He tripped. [or] He was pushed.
- The window broke. [or] The boys broke the window when they were playing soccer.

COHESION & COHERENCE

References ✓

When he walked into the oval office, Gerald Ford was dumfounded. *(Is "he" Gerald Ford or someone else?)*

Topic ✓

A ban on DDT saved the peregrine falcon. *(About DDT)*
 The peregrine falcon was brought back from the brink of extinction by a ban on DDT. *(About the peregrine falcon)*

Prior Knowledge ✓

The Fennec fox and the Chihuahua cannot mate as they are not even in the same genus species. *(For the general public, species is a more familiar word)*

Nominalizations ✓

The objective of marketing for higher education is ~~the increase in~~ to increase the number of enrollments.
(Verbs stated as nouns should mostly be used for conciseness.)

Information Flow ✓

A hurricane is a huge storm. ~~The hurricane's "wall" is a thick ring of towering thunderstorms that gathers energy from warm ocean waters. The "eye" is the calmest part. The center of the storm is known as the eye of the hurricane. Around the eye, a thick ring of towering thunderstorms forms the wall of the hurricane. These thunderstorms gather energy from...~~
(The revised sentences pick up details from each previous sentence for easier understanding.)

Relationships: Cause and Effect ✓

The patient complains of chest pain ~~if she lies on her left side for over a year~~. The patient complains that, for over a year, she gets chest pains when she lies on her left side.

Relationships: Sequence and Contiguity

Shampoo your hair with our new no-lathering cleanser. ~~Before this, curls must be thoroughly wet.~~ > Wet curls thoroughly. Shampoo your hair with our new no-lathering

Relationships: Similarity and Contrast ✓

~~The carnival has everything from mystery fishing to can knocking and stilt racing.~~ *(Not a range)*
 The carnival features many fun activities, including mystery fishing, can knocking, and stilt racing.