

## ***SUBEDITING CHECKLIST***

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### ***IS IT ALL TRUE?***

If a publication gets the facts wrong they can get in trouble, and their readers may stop trusting them.

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### ***SPELLING***

It looks really unprofessional if there are spelling mistakes! Common (embarrassing) mistakes include people's names, place names and homophones.

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### ***GRAMMAR (DO THE SENTENCES MAKE SENSE?)***

The best way to check this is to read the sentences out loud.

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### ***PUNCTUATION***

If punctuation is missing or in the wrong place, your sentences will be difficult to understand.

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### ***PARAGRAPHS***

News reports use short paragraphs to make them easy to read.

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### ***FLOW***

Are the paragraphs in a logical order?

