

Skilled writers separate COMPOSING from EDITING

Composing

Change lead
Resequence
Add a section
Prune/Cut
Focus on a part

Editing

Spelling
Punctuation
Paragraphing
Capital letters

Here's a problematic proofreading checklist:

- Did you check for ending punctuation?
- Are the words spelled correctly?
- Have you left out anything important?
*(Oops! This one mixes editing with revising.
Keep them separate!)*