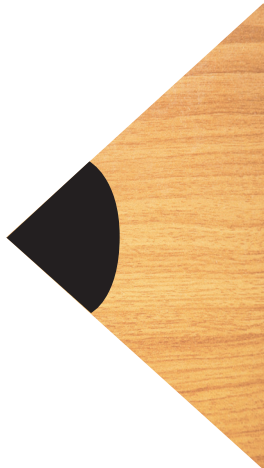


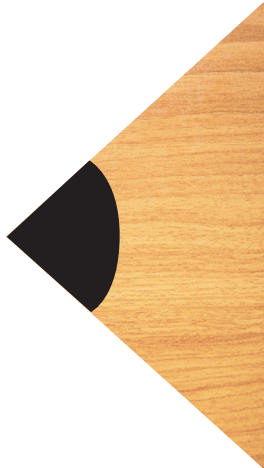
Editing pencil: Fluent



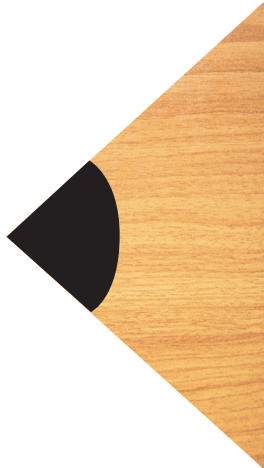
1. *Proofread* my writing to find and correct spelling and punctuation errors
- Read in a quiet voice – is my message clear?*
 - Have I missed any punctuation?*
 - Have I missed any words?*
 - Have I missed any suffixes? 's' 'ed' 'ing' 'ly' 'ful'*
 - Have I underlined all my 'not sure' words and looked for the correct spelling?*
2. *Re-craft* my writing to improve the content and message
- Could I add more detail?*
 - Do I need to move any sentences or paragraphs to improve the flow of my writing?*
 - Can I improve any words or sentences?*
 - Have I varied my sentence beginnings?*
 - Is there any unnecessary information that could be deleted?*



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