

Good writers separate composing from editing:

Revision

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!)