**Reading Process Editing Checklist**

|  |  |  |
| --- | --- | --- |
| **Your name:** | **Writer’s name:** | **Story name/slug:** |

*As an editor you are one of the first readers of this story, so you need to think like a reader. The following checklist is based on the traditional reading process (steps good readers take when reading any text).*

**Step 1: BEFORE READING**

**First: Preview the text**. Consider heading and other stylistic elements to determine the purpose of the piece (headline, kicker, lift-out quotes, slug, word count, section, etc.)

**Second: Activate background knowledge**. Ask yourself what you know about the topic and what questions you have. If you were reading a story on this topic, what questions would you expect to be answered by the end of the piece?

***Jot down these pre-reading questions here:***

|  |
| --- |
| **1.****2.****3.** |

**Third: Set a purpose.** As an editor you need to decide if the piece is newsworthy, informative, and unbiased and whether it engages the reader. If it is a review, editorial or column you need to decide whether the viewpoint is interesting, specific and clear, whether adequate support is offered and whether an appropriate tone (humorous, serious, etc.) is maintained throughout.

**What is your purpose? *Type it here:***

|  |
| --- |
|  |

**Step 2: DURING READING**

**First: Read the whole story first without commenting**.

**Second: Answer these reader-response questions.**

Good readers naturally respond to text in specific ways; does this text elicit these responses?

1. Is the story complete? Are all essential questions answered? Are all viewpoints addressed?
2. Can the reader **visualize**?
3. Can the reader **react** and **connect**?
4. Does the piece **provoke thought**?

**Third: Read in small chunks.**

* 1. Are paragraphs short?
	2. Does each paragraph have a clear purpose?
	3. Does the piece flow well?

**Fourth: Mark up the story, using your editing marks to suggest improvements.**

**Step 3: AFTER READING**

**Compose a letter to the writer of the piece. Type your letter as comments at the end of the story.**

**In your letter:**

**First: Summarize the material**. The first sentence should summarize what the story is about as it is currently written.

**Second: Answer purpose question**. Use your pre-reading questions to determine if the writer needs to include additional information or revise the angle.

**Third: Review and check for understanding.** Consider the organization and clarity of the story. Provide advice to improve clarity and organization.

**Fourth: Take additional notes**. Consider reader responses (what might readers need or want to know that isn’t currently provided in the story?) and provide feedback as needed.