Writing a news report

Use this checklist to edit the report.

**Editor’s checklist:**

- Is the information grouped into logical paragraphs?
- Are the paragraphs in a logical order?
- Is there any unnecessary information?
- Is any necessary information missing?
- Are there any parts that you can't understand?
- Are a lot of the same words repeated?
- Can more precise words be used?
- Is there too much repetition of linkers like *and, but, then* etc?
- Do all the verbs agree with their subjects? (e.g. she are is …)
- Have articles (*the, a, an*) been used correctly?
- Have the correct verb forms been used?
- Is the punctuation correct?
- Have all the words been spelt correctly?
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