**Editing and Revising Checklist:**

***Is the following correct?***

**C:\Documents and Settings\Administrator\Local Settings\Temporary Internet Files\Content.IE5\AY3LCFXS\MC900071179[1].wmf**

**\_\_\_\_\_ punctuation?**

**\_\_\_\_\_ Capitalization?**

**\_\_\_\_\_ Indenting?**

**\_\_\_\_\_ Spelling?**

**Content:**

**\_\_\_\_\_ 5 PARAGRAPHS?**

**\_\_\_\_\_ Catchy beginning?**

**\_\_\_\_\_ Clincher Ending?**

**\_\_\_\_\_ Did you follow the Plan?**