

## Style

- I used precise, descriptive words.
- I used action verbs wherever possible.
- There is a good mix of long and short sentences.
- The sentence structure is varied.
- The writing sounds natural, not stiff and formal.
- I wrote clearly and eliminated unnecessary words.
- I found interesting ways to explain some facts.
- Quotations are exactly right, word for word.
- Quotations fit into the text in a natural way.

## Spelling and Grammar

- The report has been spell-checked.
- The report has been grammar-checked.
- I have used the correct spelling for words that sound alike.
- I have used the same verb tenses throughout the report.

