Editing Assessment Checklist

Employee _____   Date _____

Writing Sample _____

CONTENT This piece of writing…	RATING Yes, definitely = 3 Somewhat = 2 Needs Some Improvement = 1	FEEDBACK
states a clear purpose at the beginning of the document		
states a specific outcome including what readers need to do, how and by when		
considers the readers' thoughts and perceptions		
provides all the information readers need and want to know in order to achieve the desired outcome		
anticipates readers' questions		
leaves out any unnecessary information		
is well organized		
communicates the information accurately		

LANGUAGE This piece of writing…

avoids any bulky language		
avoids bureaucratic and technical language		
avoids vague language		
is free of distracting grammar errors and typos		

VISUAL APPEAL This piece of writing…

has paragraphs that keep to one topic and are under 7 lines		
has sentences that focus on one key idea and are under 2.5 lines		
uses headings where applicable		
uses lists where applicable		
uses images and graphics where applicable		
uses left justified margins that are at least one inch		
uses an 11–12 point font		

END PRODUCT This piece of writing…

met its deadline		
accomplished its goal		