EDITING CHECKLIST

- ☐ Run it through Grammarly

- ☐ Read it out loud.

- ☐ Ask ChatGPT for feedback

- ☐ Look out for filler words

- ☐ Change passive to active tense

- ☐ Ask, so what?

- ☐ Check for jargon or acronyms

- ☐ High-five yourself for posting!

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BUSINESS SERVICES