

# 3 Phases of Editing a Finding

## Organization



Are all of the elements included? Do the recommendations flow from the condition and cause? Get the logic right before moving on to the other two phases of editing. And your teacher **was** right! Outlines save time and keep your writing focused.

## Readability



Appeal to your reader's baby-blues with short paragraphs, white space, bullet lists and frequent sub-titles. Stay in the active voice and make sure your sentences and bullet lists are **parallel**. Skip those pesky acronyms and the mind-numbing jargon.

## Grammar & Spelling



Yes, spelling is important, but don't let the grammar editors review your work until it is well-organized and readable. Otherwise, the team wastes their time correcting sentences that won't ever see the light of day.

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