**How to use the charts and checklists**

Charts and checklists make the handbook even easier to use.

Your handbook is full of them. They look like this… and they’re designed to give you quick advice and simple strategies.

You’ll find charts and checklists for grammar topics like verb tenses, writing topics such as common transitions, and research topics such as how evaluate sources you find on the internet.

Take a look at the checklist for global revision under tab C. It includes very practical questions that are going to help you make your writing stronger. Have these questions by your side as you revise or as you meet with a tutor. Asking straightforward questions about your paper—like, are my ideas presented in logical order?—is going to help you improve your draft.

The charts and checklists are my go-to pages when I need help. Many of the charts direct you to more detailed help in the handbook if you need it.