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Article	Issue Date	
Does the article have a catchy headline? What is it?	Does the article include good descriptions?	
	Does the article answer the following questions? Who?	
Does the headline relate well to the article?	What?Where?When?	
Does the first sentence or lead catch the reader's attention?	☐ Why? ☐ Does the article have a strong	
Does the first sentence or lead set the tone for the article that follows?	Notes	
Does the entire article make sense?		
Does the article follow an orderly sequence?		
☐ Are all sentences complete?		
Do individual sentences make sense?		
Article read and edited by	Date	