Worksheet: Self-Editing with AI

Use this worksheet to guide your editing sessions for each chapter or section of your book.

PART 1: Chapter Overview
Chapter Title or Number: _____

Date of Editing Session: _____

Draft Version (v1, v2, final): _____

What kind of editing does this chapter need most right now?
☐ Structure   ☐ Tone/Voice   ☐ Clarity   ☐ Grammar   ☐ All of the above

_____

PART 2: Pass 1 – Structural Editing
Focus: Chapter flow, pacing, paragraph organization, transitions

Ask CoAuthorGPT:

> *"Review this chapter for structure and flow. Are any parts too fast, too slow, or confusing?"*

Notes from AI or personal review:

_____

_____

_____

List 2–3 changes you'll make based on this pass:

1. _____

2. _____

3. _____

PART 3: Pass 2 – Stylistic Editing
Focus: Voice, tone, rhythm, sentence variety, vivid language

Ask CoAuthorGPT:

> *"Suggest edits to improve tone and make this sound more like [describe your voice: confident, warm, witty, direct, etc.]."*

Paste a paragraph below and rewrite it based on suggestions:

Original Paragraph:

_____

_____

_____

Edited Paragraph:

_____

_____

_____

Optional Style Prompts to Try:

"Make this more conversational."

"Strengthen the verbs."

"Simplify complex sentences."

"Add sensory details or metaphor."

PART 4: Pass 3 – Surface Editing
Focus: Grammar, punctuation, typos, formatting

Ask CoAuthorGPT or Grammarly:

"Check this section for grammar, punctuation, and readability only. Keep my voice intact."

List common issues AI pointed out (if any):
☐ Passive voice   ☐ Repetitive phrasing   ☐ Sentence structure issues   ☐ Typos   ☐ Unclear pronouns   ☐ Other: _____

Corrections made during this pass:

_____

_____

_____

PART 5: Reflection & Save
Do you feel this chapter is now…
☐ Ready for final formatting   ☐ Needs one more review   ☐ Ready for a beta reader/editor

What did you learn about your writing or editing habits today?

_____

_____

Save your progress:
Save your work as you go. This book was saved Chapter-by-Chapter using Microsoft Word.

☐ Local folder   ☐ Cloud backup   ☐ Version saved as: _____

As seen in the book "**The 28-Day AI Author** – A Proven Step-By-Step Guide to Writing and Publishing Your Book with CoAuthorGPT, and Today's Top Creative Tools"