

Editing Checklist

Mechanics

- _____ I capitalized the first word in every sentence.
- _____ I capitalized all proper nouns.
- _____ Each sentence I wrote ends with a period, a question mark, or an exclamation point.
- _____ I used punctuation correctly (commas, apostrophes, quotes, etc.).
- _____ I spelled all words correctly. (Check carefully for commonly confused words like *they're, their, there; your, you're; its, it's*; etc.)
- _____ I indented the beginning of each new paragraph.

Grammar

- _____ Each of my sentences is a complete thought with a subject and a verb. There are no sentence fragments in my work.
- _____ There are no run-on sentences that are incorrectly joined by commas.
- _____ Subjects and verbs agree in number (singular subject, singular verb; plural subject, plural verb).
- _____ When I use pronouns, they clearly refer to someone or something.
- _____ I use verb tenses consistently unless a change is required (past, present, future).

Style

- _____ I varied the lengths of sentences I wrote. Some are long, some are short, and some are medium in length.
- _____ I chose clear, interesting, colorful, precise words and made sure that they were appropriate for my audience. I avoided vague, overused words and clichés.
- _____ I cut out any unnecessary words. Nothing is more complicated than it needs to be.