

Author: _____

Editing Check List!

Mechanics

- ☐ I capitalized the first word in every sentence.
- ☐ I capitalized all proper nouns. (Places, People, and Titles)
- ☐ 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.
- ☐ I indented the beginning of each new paragraph.

Grammar

- ☐ There are no sentence fragments in my work.
- ☐ There are no run-on sentences that should be two separate sentences.
- ☐ 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. (Who is he? Who is she?)
- ☐ I use the same verb tenses (past, present, future) across my writing.

Style

- ☐ I use different lengths of sentences. 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 a good fit for my audience.
- ☐ I don't use the same word/phrases repeatedly.
- ☐ I cut out any un-needed words, keeping my sentences as clear as possible.