Editing Checklist

Writer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Piece: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.