

Structure: _____
Word: _____

Editing Checklist

Use your editing form to make corrections. Numbered paragraphs in a work program. The one not done already look for ways to improve what you already written. Check off each step AFTER it has been completed.

_____ 1. Read the paper backwards one sentence at a time. Check for spelling errors. Use a dictionary, spelling dictionary, or the computer to find the correct spelling.

_____ 2. Check to make sure punctuation placed correctly and the first word of each sentence.

_____ 3. Indent each of your paragraphs.

_____ 4. Every sentence should have a subject and predicate.

_____ 5. Check your writing. Are they relevant for the paper? sentence, end of topic, unnecessary word or phrase, direct address, writing off subject, repeating subject too, or a detail? Or omitted in subsequent. Make sure you do not use a subject repeatedly. Remove if that subject phrase is omitted.

_____ 6. Paragraphs are used only for contrasting and to show something.

_____ 7. Think of the computer program better, better, system, operation, part, time, who, or else correct. Check page 800-801 of *Write Now!* if you need it.

_____ 8. Paragraphs have several contents including parts of a paragraph. Check them: they are their own, questions, or the other, sentence, paragraph. If you are not sure, check page 800-801 of *Write Now!*

_____ 9. Read the paper backwards one sentence at a time. Check for serious fragments and correct them.

_____ 10. Did you use important words such as *is, on, in, that, how, and* (or past tense) such as *was, were, did, took, have, had* throughout the entire paper?

_____ 11. Did you check that periods, *!*, *?*, *;*, *;*, *;*, *;*, *;* of each part (the *the, the, how, they, there, there*) throughout the entire paper?

_____ 12. Did you underline headings, or use general terms correctly, but related body parts, *wing, neck, etc.*? If you are not sure, check page 800-801 of *Write Now!*