



Finished Writing? Call the COPS!

Capitalization

___Have I capitalized the first word in each sentence?

___Have I capitalized all proper nouns (the names of specific people, places, things, and any titles)?

Organization

___Have I corrected any handwriting, spacing, or margin errors?

___Have I included a heading and title, if necessary?

Punctuation

___Have I used end punctuation correctly?

___Have I used commas and quotation marks correctly?

Spelling

___Have I checked to make sure all the words look like they are spelled right by reading aloud backwards?

___Have I used a spelling resource (a dictionary, a thesaurus, a person who is a good speller) for the words I'm not sure about?