



## 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?