Editing Form for Writing

Author: Peer Editor:

[illegible]	YES	NO	COMMENTS
1. [illegible] outline?			
2. Are there [illegible] **pre-writing sheets**?			
3. [illegible] evidence of **self-editing**?			
4. [illegible] **draft** written every other line?			
[illegible]			
5. [illegible] **typed** [illegible]?			
6. [illegible] 12 Times New Roman [illegible] and **double spaced**?			
[illegible]			
7. [illegible]?			
8. [illegible] **capitalized**?			
9. [illegible] **introduction** [illegible]?			
10. Are the **main ideas** clear?			
11. [illegible] on topic?			
12. [illegible] **conclusion** [illegible]?			
[illegible]			
13. Are **paragraphs** [illegible]?			
14. [illegible] paragraph [illegible]?			
15. [illegible] in an **order** that makes sense?			
[illegible]			
16. [illegible] appropriate? [WC]			
17. Does each **sentence begin** with a **capital letter**?			
18. Are there [illegible] should be **capitalized**?			
19. Does each **sentence** end with proper **punctuation**?			
20. [illegible] **sentence** a complete thought with a **subject** [illegible] **predicate**? [Fragment]			
21. Are there **spelling errors**? [SP]			
22. Are **irregular** and **plurals** used correctly? [illegible]			
23. Are **possessives** used correctly?			
24. Are **contractions** used correctly? [illegible]			
25. [illegible] **subject-verb agreement**? [S/V]			
26. Are **quotation marks** used correctly?			
[illegible]			
27. [illegible] **engaging and interesting**?			
28. [illegible] **simile** or **metaphor**?			
29. Are there [illegible] **transition words**? [illegible]			
30. Are there **run-on sentences**?			

[illegible]