

Name: \_\_\_\_\_

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

# Editing Checklist

Cover the paper so that only one row shows at a time

Step	What to do	Done
<b>1</b>	Check for punctuation - at the end of each sentence - after abbreviations (ex: Mr and Dr) - Around direct quotes and when pausing is needed	
<b>2</b>	Check for capital letters - At the beginning of each sentence - Proper nouns - people, places, dates, etc	
<b>3</b>	Check for spelling - Use the dictionary or word wall if needed	
<b>4</b>	Check for grammar - Don't forget to include little words like a, an, the, etc - Read each sentence out loud using quiet voice or whisper phone if needed	
<b>5</b>	Check for comprehension - Does it make sense? - Did I leave anything out? - Is it in order? - Did I include transitions when needed?	
<b>6</b>	My teacher also wants me to check	