Editing Checklist

1. Sentences:

Yes  No  (Revise for each number that you mark no)

[ ] [ ] a. Are they complete?
[ ] [ ] b. Are they interesting? Do they have vivid language?
[ ] [ ] c. Are they the right size (not too long, not too short/choppy)?
[ ] [ ] d. Is the first sentence of the first paragraph indented?
[ ] [ ] e. Is there overuse of the same word?

2. Parts of Speech:

[ ] [ ] a. Is there proper use of nouns and pronouns?
[ ] [ ] b. Are verbs in the correct tense?
[ ] [ ] c. Is there noun-verb agreement?
[ ] [ ] d. Is there proper use of adjectives and adverbs?

3. Punctuation:

[ ] [ ] a. Are commas used correctly?
[ ] [ ] b. Is there proper punctuation at the end of each sentence?

4. Capitalization:

[ ] [ ] a. Are all proper nouns capitalized?
[ ] [ ] b. Is the first word of every sentence capitalized?

5. Spelling:

[ ] [ ] a. Are all words spelled correctly?