

Editing Checklist



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Use this checklist to be sure your assessments for **Editing** are complete.

Spelling

- ☐ I checked any words I was not sure of.

Word Choice and Meaning

- ☐ I always used the correct word.

Sentences

- ☐ I made sure all sentences start with a capital.
- ☐ I made sure all sentences end with a period, question mark, or exclamation mark.
- ☐ I made sure all sentences are complete thoughts.

Punctuation

- ☐ I used quotation marks where they were needed.

Capitalization

- ☐ I used a capital letter for names and other proper nouns.

Verbs

- ☐ I made sure that action words show when things happened (past, present, and future).
- ☐ I used the right verb (action word) to go with the subject of the sentence.