

Editing and Proofreading Checklist (in large part taken from the *English Language Arts Handbook for Secondary Students*, p. 112)

Using each of the identified colours read through your work and identify areas requiring revision.

Spelling = red
Punctuation = green
Capitalization = orange
Grammar/sentence construction = blue
Point of view = purple
Verb tense = teal

- ┌ Is everything **spelled** correctly? Have I checked every word I'm not sure about, using an electronic speller, a spell checker, or the dictionary?
- ┌ Is my **punctuation** correct? *Do I have enough commas? Do I have too many?*
- ┌ Have I **capitalized** everything correctly?
- ┌ Are my **sentences** properly constructed? *Do I have any run-on sentences? Do I have any fragments?*
- ┌ Do all of my **sentences** make sense? Have I accidentally left out any words? **Tip:** *Read your work out loud to hear how it flows.*
- ┌ Is my **point of view** (3rd person) consistent? Have I removed all 1st person (*I, me, we, us, our*) and 2nd person (*you/your*) references?
- ┌ Is my **verb tense** consistent? Did I consistently use only past tense or only present tense and not a mixture? (Remember: Past tense of *is* = *was*)