

Editing Checklist

Editing takes several readings of your written work. It is impossible to edit for all things at one time.

- ☐ Have I spelled all words correctly? Did I look up all the words that I was not certain about?
- ☐ Have I checked for proper capitalization?
 - ☐ Are all the first words of every sentence uppercase?
 - ☐ Are all proper nouns capitalized?
 - ☐ Is the first letter of all quotes uppercase, if I have not used ellipsis?
- ☐ Is my punctuation correct?
 - ☐ Have I placed commas after introductory phrases in my sentences?
 - ☐ Have I placed commas before all joining conjunctions?
 - ☐ Have I checked that every sentence has end punctuation?
 - ☐ Have I used exclamation marks to give voice to my writing?
- ☐ Have I used a variety of correctly structured sentences?
 - ☐ Have I checked to make sure I have no run-on sentences or sentence fragments?
 - ☐ Have I used various types of joiners for my related ideas? (dash, semicolon, comma + conjunction)
 - ☐ Have I created some complex sentences?
 - ☐ Could I combine any sentences to write more concisely?
- ☐ Have I checked all of my verb tenses to make sure they are all the same tense, and I am not changing back and forth from past to present tense.
- ☐ Have I checked that my subjects and verbs are in agreement. Singular nouns require singular verbs (boy is) and plural nouns require plural verbs (boys are).
- ☐ Have I used my homophones correctly? Homophones are words that are spelled differently, but pronounced the same. (their/there/they're)
- ☐ Is my voice/tone appropriate for the assigned task?
- ☐ Does my writing make sense and flow smoothly for the reader?
- ☐ **Did I have someone else read my work over and offer suggestions for improvement?**