



Editing Checklist

Name: _____

Date: _____

Use this checklist to help you analyze your writing. For any item you do not check off, go back to your writing and continue editing until that item is complete.

Capital Letters

- ☐ The words in the title are capitalized (except words such as *and*, *of*). Each sentence begins with a capital letter.
- ☐ Names of people, places and proper nouns are capitalized.

Punctuation

- ☐ Each sentence ends with a period or other correct punctuation.
- ☐ Exclamation and question marks are used where needed.
- ☐ Commas are used before conjunctions in sentences, to separate words in a list, and to divide speech and narration.
- ☐ Quotation marks are used for quotes from other sources and to show where speech begins and ends.

Spelling and Vocabulary

- ☐ Misspelled words have been corrected.
- ☐ Descriptive words and phrases are used wherever possible.

Sentences

- ☐ Sentences are clear and do not have grammatical mistakes.
- ☐ A variety of simple and complex sentences are used.

Paragraphs

- ☐ Paragraphs are indented.
- ☐ New paragraphs begin when the topic, focus or time changes, and when characters speak.
- ☐ Paragraphs flow smoothly, and a transition sentence connects each paragraph to the next one.
- ☐ Paragraphs are clearly introduced, fully developed and concluded.
- ☐ Most paragraphs are about five sentences long.