

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 essay and identify areas requiring revision.

Spelling = red
Punctuation = green
Capitalization = orange
Grammar/sentence construction = blue
Unifying effect = purple
Voice = 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? Have I checked everything I should in the *English Language Arts Handbook for Secondary Students*?
- ☐ Have I **capitalized** everything correctly?
- ☐ Are my **sentences** properly constructed? Have I checked for these grammatical problems?
 - rambling
 - run-on sentences
 - double negatives
 - dangling participles
 - adjectives used where adverbs belong
 - subjective and objective pronouns
 - misplaced modifiers
 - pronoun-antecedent agreement
 - subject-verb agreement
 - parallel structure
- ☐ Do all of my **sentences** make sense? Have I accidentally left out any words?
- ☐ Do I have **variety in my sentence structure**?
- ☐ If I'm unsure about a sentence, have I read it aloud?
- ☐ Are my **word choices** understandable to my audience? Does my word choice make sense in the context of the sentence?
- ☐ Do I use any **homophones** incorrectly?
- ☐ Have I **overused the topic's key words** in my paragraphs? How can I say it differently?
- ☐ Do I use **active voice** or am I stuck in passive voice?
- ☐ Is my **voice/tone** appropriate for this kind of writing?