

Editing Checklist for Writing

Punctuation	I use a period or exclamation point at the end of each sentence.	
	I use a question mark at the end of each question.	
	I use commas between words in a list.	
	I use quotation marks around dialogue (talking).	
	I read my written piece to see where to stop or pause for periods, question marks, exclamation marks, and commas.	
Capitalization	I capitalize the first word in each sentence.	
	I capitalize the pronoun "I".	
	I capitalize proper nouns (specific names of people, places, and things).	
	I capitalize important words in a title.	
Sentences	My sentences are complete thoughts and contain a noun and a verb.	
	I have not started any sentences with "And..." or "Because..."	
	My sentences begin in different ways.	
	I do not have any run-on sentences.	
Spelling	I checked spelling and fixed the words that didn't look right using my Spelling Dictionary.	
Neatness	My handwriting is neat.	
Name & Date	My name and date are on my writing.	