

Name: _____ Date: _____

Editing Checklist

1. I have checked that this makes sense and that there are no words or parts missing.	☐
2. All my sentences are complete, and I have checked for run-ons and fragments.	☐
3. I have used correct capitalization (for names and the beginning of sentences).	☐
4. I have used commas and quotation marks for dialogue.	☐
5. All my verbs and subjects agree, and my verbs are in the right tense (past, present, future).	☐
6. The words all seem to be spelled right. They look right, and I have checked the ones I was uncertain of.	☐
7. I have checked for frequently confused words (to, too, two; there, their).	☐
8. I paragraphed and indented.	☐