Questions to Ask Yourself as You Edit

1. Does this make sense? Are any words or parts missing?

2. Are all my sentences complete? Have I checked for run-ons and fragments?

3. Have I used correct capitalization (for names and the beginning of sentences)?

4. Have I used commas and quotation marks for dialogue?

5. Have I checked to see that all my verbs and subjects agree? Are my verbs in the right tense (past, present, future)?

6. Do the words all seem to be spelled right? Do they look right? Have I checked any I'm uncertain of?

7. Have I checked for frequently confused words (*to, too, two; there, their*)?

8. Have I paragraphed and indented?