

My Editing Checklists

Name: _____

- _____ Every sentence begins with a capital letter
- _____ I have used capital letters on names and titles.
- _____ At the end of every sentence, there is a period, question mark or exclamation mark.
- _____ Each paragraph is indented.
- _____ Each paragraph focuses on one idea or topic.
- _____ Each paragraph has a beginning sentences, sentences with supporting detail and a concluding sentence.
- _____ I have used plurals correctly (s or es or 's)
- _____ I have used subject/verb agreement. (*she is, they are etc.*)
- _____ I have checked for spelling and used the dictionary.
- _____ I have used commas correctly.
- _____ I have used apostrophes correctly.
- _____ My paragraphs are in the correct order.
- _____ I have re-read and checked my work carefully.
- _____ I had a peer review my work.
- _____ My writing is clear, focused and easy to understand.