EDITING CHECKLIST

CAPITALIZATION
• beginning of sentences
• proper nouns (names, months, places…)
• important words in a title
• I

Writer Peer

Reader

PUNCTUATION
• end marks for every sentence
• quotation marks around dialogue
• commas in a series
• commas with quotations

Writer Peer

Reader

SPELLING
• circle words unsure of
• check other words using spelling personal dictionary and word wall
• check for correct there, their, they’re
• check for correct to, too, two

Writer Peer

Reader

OTHER
• complete sentences
• fix, delete, change repetitious words
• eliminate unnecessary words
• vary sentence structure
• break up run-on sentences
• combine short sentences
• make new paragraph to begin piece, change in speaker, time, setting, topic or action

Writer Peer

Reader

Read softly out loud, watching for errors. Don’t skim over errors.