Editing Checklist

Mechanics

_____ I capitalized the first word in every sentence.

_____ I capitalized all proper nouns.

_____ Each sentence I wrote ends with a period, a question mark, or an exclamation point.

_____ I used punctuation correctly (commas, apostrophes, quotes, etc.).

_____ I spelled all words correctly. (Check carefully for commonly confused words like *they're, their, there; your, you're; its, it's*; etc.)

_____ I indented the beginning of each new paragraph.

Grammar

_____ Each of my sentences is a complete thought with a subject and a verb. There are no sentence fragments in my work.

_____ There are no run-on sentences that are incorrectly joined by commas.

_____ Subjects and verbs agree in number (singular subject, singular verb; plural subject, plural verb).

_____ When I use pronouns, they clearly refer to someone or something.

_____ I use verb tenses consistently unless a change is required (past, present, future).

Style

_____ I varied the lengths of sentences I wrote. Some are long, some are short, and some are medium in length.

_____ I chose clear, interesting, colorful, precise words and made sure that they were appropriate for my audience. I avoided vague, overused words and clichés.

_____ I cut out any unnecessary words. Nothing is more complicated than it needs to be.