Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_

**Editing Checklist**

Directions: Preview the checklist below. Read through your story and correct errors as you notice them. Once you believe a specific item has been met, initial on the line next to that criteria.

***Mechanics***

\_\_\_\_\_ The first word in every sentence is capitalized.

\_\_\_\_\_ All proper nouns are capitalized.

\_\_\_\_\_ Each sentence ends with a period, a question mark, or an exclamation point.

\_\_\_\_\_ Dialogue is punctuated correctly. New paragraphs are started when speakers change.

\_\_\_\_\_ All words are spelled correctly. (Check carefully for commonly confused words like they’re, their, there; your, you’re; its, it’s; etc.)

\_\_\_\_\_ The first line of each paragraph is indented.

***Grammar***

\_\_\_\_\_ Each sentence is a complete thought with a subject and a verb.

\_\_\_\_\_ There are no run-on sentences.

\_\_\_\_\_ Subjects and verbs agree (singular subject, singular verb; plural subject, plural verb).

\_\_\_\_\_ Pronouns clearly refer to someone or something.

\_\_\_\_\_ Verb tenses are used consistently unless a change is required (past, present, future).

***Style***

\_\_\_\_\_ Sentence length is varied. Some are long, some short, and some medium in length.

\_\_\_\_\_ Word choice is clear, interesting, and precise.

\_\_\_\_\_Unnecessary words have been removed. Nothing is more complicated than it needs to be.

\_\_\_\_\_ If dialogue is used, speaker tags are varied (did not just use “said”).