



 Editing Checklist	
	Indent Paragraph(s)
	Complete Sentences (each has a subject and predicate)
	Capitalization <ul style="list-style-type: none"> • Do all sentences begin with a capital letter? • Do all proper nouns begin with capital letters?
	Punctuation <ul style="list-style-type: none"> • Are periods and commas used correctly? • Are quotations punctuated correctly?
	Verb Usage <ul style="list-style-type: none"> • Do all main verbs agree with the subject in person and number? • Are any parts of verb phrases missing or incorrect? Are verb endings correct? • Is the verb tense correct? • Are helping verbs used when needed?
	Noun Usage <ul style="list-style-type: none"> • Do regular plurals end in “s”? Are irregular plurals correct? • Are articles (“a,” “an,” and “the”) used correctly? • Does every pronoun have a clear referent?
	Correct Spelling (Be careful of words that sound the same but have different meanings.)
	Descriptive Words <ul style="list-style-type: none"> • Are words used that give a picture of what is taking place? • Are transitional words used?
	Word Variety <ul style="list-style-type: none"> • Do sentences begin with different words? • Did the writer use a variety of words in each sentence?