

Editing checklist

Use this checklist when you edit your work for grammar, spelling and punctuation.

GRAMMAR

- All sentences contain a subject and a verb.
- Verbs agree with the subject (e.g. he was, they were).
- Correct verb tenses are used (e.g. she went to the library yesterday).

SPELLING

- The meaning and spelling of unfamiliar words have been checked.
- Particularly difficult words and homonyms (e.g. their, there) have been checked.

PUNCTUATION

- Capital letters are used at the start of every sentence and for proper nouns.
- Every sentence has the correct ending punctuation.
- Commas are used correctly (e.g. for lists of words).
- Apostrophes are used for contractions (e.g. won't) and to indicate possession (e.g. the student's book).
- Quotation marks are used to show where speech begins and ends.

Writing checklist

VOCABULARY

- The words used are accurate and effective.
- There is a mix of short and long words.

SENTENCES

- Sentences do not all start the same way.
- Sentence lengths are varied.
- Linking words are used where appropriate.

PARAGRAPHS

- Each paragraph has a topic sentence that outlines the focus of the paragraph.
- The topic sentence is supported by several points.
- The information in each paragraph is presented in a logical order.
- Each paragraph ends with a statement that sums up the points of the paragraph.

STRUCTURE

- The most appropriate structure for the topic (e.g. chronological for a historical account) has been used.
- The piece begins with an introduction that outlines the approach to the topic.
- Each idea is expanded on in the body paragraphs.
- The piece ends with a conclusion that sums up the main points.

VOICE

- The voice used is consistent throughout.
- The piece uses the same point of view (e.g. first person) throughout.
- The voice supports the intended purpose of the piece.
- The tone reflects the intended audience of the piece.