

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.