EDITING MY WRITING

Use this checklist to edit each sentence of your writing piece.

SPELLING

- [ ] Did I read my writing slowly to catch any spelling mistakes?
- [ ] Did I check words I'm unsure about in a dictionary or with a spell-check tool?
- [ ] Did I ask a friend or adult to help me spot any misspelled words?

TIP: *Reading your writing backward can help you spot spelling errors.*

GRAMMAR

- [ ] Did I make sure all my sentences have a subject and a verb?
- [ ] Did I check that my sentences aren't too long or confusing?
- [ ] Did I ask someone to listen as I read my sentences out loud to see if they sound right?

TIP: *If a sentence sounds confusing, break it into two shorter sentences.*

CONVENTIONS

- [ ] Did I start each sentence with a capital letter?
- [ ] Did I end each sentence with the correct punctuation mark?
- [ ] Did I use capital letters for names, places, and the beginning of quotes?
- [ ] Did I use quotation marks correctly for any dialogue or quotes?
- [ ] Did I use apostrophes correctly for contractions and possessives?
- [ ] Did I make sure commas are used in lists, before a quote or dialogue, and to separate clauses?

TIP: *Pretend you're telling your story to someone. Where would you pause or get excited? This can help you place punctuations correctly.*

INDENTATION

- [ ] Did I start each new paragraph with an indentation?
- [ ] Did I make sure not to indent in the middle of a paragraph?

TIP: *If typing, use the "Tab" key to indent the proper amount.*

SPACING

- [ ] If typing, did I use only one space between each word and after a punctuation mark?
- [ ] Writing on paper, did I make sure there are no gaps or squished words on the page?

TIP: *If typing, use the "Find" and "Replace All" tools to edit spacing errors.*