

Name \_\_\_\_\_

Date \_\_\_\_\_

# Editing Checklist

**Editing** is the process of strengthening writing by correcting errors in conventions and mechanics. Formal writing should be free of errors with correct spelling, punctuation, grammar, and word choice.



Use the checklist as you make edits to your writing. Then, exchange essays with a peer.

Editing Focus	My Review	Peer Review
<b>Mechanics and conventions</b>		
I capitalized the first word in each sentence.		
I capitalized all proper nouns.		
I capitalized titles and headings correctly.		
I spelled all words correctly.		
I indented the beginning of each new paragraph.		
I used commas correctly.		
I used apostrophes correctly.		
I placed quotation marks around direct quotes.		
I used correct punctuation at the end of each sentence.		
<b>Grammar</b>		
I used the same verb tense (past, present, future) throughout my writing.		
I used correct subject-verb agreement.		
I used correct pronoun-antecedent agreement, and there are no vague pronouns.		
I used complete sentences (no fragments or run-ons).		
I used a variety of simple, compound, complex, and compound-complex sentences.		
I used varied sentence beginnings.		
<b>Style</b>		
I used a formal style and did not include personal opinions.		