# Editing Checklist

Author's Name: _____       Peer Editor: _____

Title of Written Piece: _____

| Only check off the items that are correct and complete! Unchecked items will tell you what needs to be fixed. | | Self-Edit ✓ | Peer-Edit ✓ |
|---|---|---|---|
| **Punctuation** | Each sentence has ending punctuation. | | |
| | I read this piece of writing aloud to see where to stop or pause for periods, exclamation marks, questions marks, and commas. | | |
| | Lists of three or more items contain commas. (Example: For breakfast I ate an apple, banana, and mango.) | | |
| | Quotation marks are used when someone is speaking. (Example: She said, "I love ice cream!") | | |
| **Capital Letters** | Each sentence begins with a capital letter. | | |
| | Proper nouns begin with capital letters. (Example: Henry, San Francisco, Disneyland) | | |
| **Grammar** | Each sentence is a complete thought and contains a subject and predicate. | | |
| | I corrected run-on sentences by adding punctuation or conjunctions with commas. | | |
| **Spelling** | I circled words that were spelled incorrectly or words I wasn't sure about. (Hint: Use a dictionary or computer to find the correct spelling of circled words.) | | |
| | I checked the commonly misspelled words list and made corrections. | | |