



 <b>Editing Checklist</b>	
	<b>Indent Paragraph(s)</b>
	<b>Complete Sentences</b> (each has a subject and predicate)
	<b>Capitalization</b> <ul style="list-style-type: none"> <li>• Do all sentences begin with a capital letter?</li> <li>• Do all proper nouns begin with capital letters?</li> </ul>
	<b>Punctuation</b> <ul style="list-style-type: none"> <li>• Are periods and commas used correctly?</li> <li>• Are quotations punctuated correctly?</li> </ul>
	<b>Verb Usage</b> <ul style="list-style-type: none"> <li>• Do all main verbs agree with the subject in person and number?</li> <li>• Are any parts of verb phrases missing or incorrect? Are verb endings correct?</li> <li>• Is the verb tense correct?</li> <li>• Are helping verbs used when needed?</li> </ul>
	<b>Noun Usage</b> <ul style="list-style-type: none"> <li>• Do regular plurals end in “s”? Are irregular plurals correct?</li> <li>• Are articles (“a,” “an,” and “the”) used correctly?</li> <li>• Does every pronoun have a clear referent?</li> </ul>
	<b>Correct Spelling</b> (Be careful of words that sound the same but have different meanings.)
	<b>Descriptive Words</b> <ul style="list-style-type: none"> <li>• Are words used that give a picture of what is taking place?</li> <li>• Are transitional words used?</li> </ul>
	<b>Word Variety</b> <ul style="list-style-type: none"> <li>• Do sentences begin with different words?</li> <li>• Did the writer use a variety of words in each sentence?</li> </ul>