Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Editing Checklist**

**Directions:** Use the following checklist to edit the writing sample.

|  |  |  |
| --- | --- | --- |
|  | Self-Edit | Peer Edit |
|  | What to look for | Check here when step is completed | What to look for | Check here when step is completed | Suggestions |
| Punctuation | I read my piece aloud to see where to stop and add punctuation (commas and sentence ending punctuation). |  | I have read the piece aloud to see where to stop and add punctuation (commas and sentence ending punctuation). |  |  |
| Quotation marks and parenthesis are placed properly. |  | Quotation marks and parenthesis are placed properly. |
| Capital Letters | I checked for capitals on all proper nouns and at the beginning of all sentences.  |  | All proper nouns and beginning of sentences are capitalized. |  |  |
| Grammar  | All sentences are complete thoughts that contain a verb. |  | All sentences are complete thoughts that contain a verb. |  |  |
| There are no run-on sentences. |  | No run-on sentences.  |
| Spelling | I checked the spelling and made sure the words are used properly.  |  | Spelling is correct and words are used properly. |  |  |
| Rubric | Piece meets the rubric requirements. |  | Piece meets the rubric requirements. |  |  |