

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

## Editing Checklist

- Reread for sense and missing words.
- Edit for punctuation.
- Check for capital letters at the beginning of new sentences, when using proper nouns, or when giving someone's title.
- Check that known, high-frequency words are spelled correctly.
- Read work aloud to check for fragments and run-on sentences.
- Check every word to be sure it is spelled correctly.