

EDITING CHECKLIST

Do each of the following. After you finish each item, check each box.

- I read my writing aloud to make sure it makes sense and sounds “right.”
- I fixed my writing so it sounds right.
- I circled words that didn’t look right.
- I read my writing aloud a second time. I listened for when my voice stopped.
 - I put commas where they belong.
 - I put periods where they belong.
 - I put question marks where they belong.
 - I put exclamation points where they belong.
- I read my writing aloud a third time, to another smart person, to make sure it sounds right.
- I used there/they’re/their properly.
- I avoided “you” and put other punctuation “inside quotation marks.”
- I eliminated slang and contractions; I used formal language.
- I wrote, “John and I” – NOT “me and John.”
- I wrote, “a time when,” “a place where,” “a thing that (or, which), and “a person who.”
- I checked my piece to make sure I used capitals in the proper places:
 - At the beginning of sentences
 - In the title
 - In names of people or places
- I indented the first line of each new paragraph .5 inches from the edge of the left side of the paper.
- I used double-spaced 12 pt. Times New Roman.
- I used MLA style.

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