Editing Checklist for Formal Writing

Name_____

Before turning in the FINAL copy, please check to make sure you have done the following. Mark a check next to each line, as you review your work. It may be helpful to read your work aloud.

CONTENT

_____ Interesting title

_____ Thorough introduction which includes background information, setting, and thesis sentence.

_____ Clear thesis statement which introduces essay with at least THREE topics.

_____ At least 3 details, support statements, quotations or examples per paragraph (that fit the paragraph)

_____ Good sequence for story, thesis, or narrative.

_____ Concluding sentence for each paragraph.

_____ Conclusion paragraph pulls the writing together & summarizes main points (restates thesis, if needed).

STYLE

_____ Transition words *within* paragraphs.

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_____ Paragraph indentations.

_____ Change fragments into sentences.

_____ Correct run-on sentences (make into two sentences, use semicolon, or use compound and/or complex sentences).

_____ Change awkward words or sentence structure.

_____ Add missing words.

_____ Take out extra/duplicate words.

_____ Delete or change repetitive words (used more interesting words).

_____ No slang (a lot, thumbs up, etc.).

_____ No contractions.

_____ "Small" numbers are spelled out (numbers over 3 digits can stay)

_____ Use "in the story," NOT "in the book" - refer to events or time in the story instead of parts of the book.

MECHANICS

_____ Fix capitals (beginning of sentences, proper nouns, etc.).

_____ Underline or *Italicize* the names of books.

_____ Add quotation marks for conversations, short story names, and titles of poems.

_____ Put punctuation marks at end of sentences.

_____ Make the subject agree with the verb.

_____ Use same verb tense for entire paper, depending on what is required (present tense for literature).

_____ Correct spelling errors.

_____ Correct usage errors (wrong word, or form of word).

_____ Add commas (for lists, subordinate clauses, etc.).

_____ Check on plurals.

_____ Check on possessives (apostrophes).