

EDITING CHECKLIST:

- **Does it make sense?**
- **Does the writing begin with a capital letter?**
- **Read from the first capital letter to the first full stop.**
 - ✓ **Does this sentence make sense?**
 - ✓ **Is it one sentence or is it 2 or 3 sentences and therefore needs some more full stops and capital letters?**
 - ✓ **Is it telling you something and needs a full stop?**
 - ✓ **Is it asking you something and needs a question mark?**
 - ✓ **Do this for each sentence.**
- **Have speech marks been used?**
 - ✓ **Look for words like ‘said’, ‘explained’, ‘shouted’, ‘cried’. These words usually indicate that speech marks are required.**
 - ✓ **If there is no speech, can you change or add sentences to include speech?**
- **Have commas been used?**
 - ✓ **Look for lists of items and events.**
 - ✓ **If ‘he’, ‘she’, ‘I’, ‘they’, ‘we’ or a person’s name is used in the middle of a sentence, you may need a comma.**
 - ✓ **Is there a comma after words like ‘Therefore’, ‘However’, ‘Consequently’?**
- **Check the spelling.**
 - ✓ **Start at the end of the page and check each word until you get to the beginning. This strategy makes you really check each word.**
- **Has the same tense been used (preferably past tense)?**
- **Look for words such as ‘said’, ‘got’, ‘went’, ‘saw’ and ‘took’. Can you think of a more interesting word to use?**
- **Could you draw a picture using the information provided or does more detail need to be included?**