

# Master 11: Revising and Editing Checklist

Student's Name \_\_\_\_\_

When you **revise**, you add to or take away from your writing to make it clearer and more understandable. It always helps to read your work to a partner so that you can make sure it is well organized, includes enough details, and makes sense.

When you **edit**, look at the specific words you have chosen. Are they the best words? Check your work for proper spelling, punctuation, and usage. Make sure that you have not left out or repeated a word. Have you used correct grammar?

**Always revise before you edit.** You don't want to spend time editing something you may not include in your revision.

## Revising

- \_\_\_\_\_ I read the writing to myself to see if it made sense.
- \_\_\_\_\_ I read the writing to a partner to see if it made sense.
- \_\_\_\_\_ My writing stays on the topic.
- \_\_\_\_\_ My paragraph has a topic sentence and includes supporting details.
- \_\_\_\_\_ My writing is logical and well organized.
- \_\_\_\_\_ The writing is interesting.
- \_\_\_\_\_ I used enough information and examples to make my point.
- \_\_\_\_\_ My ending ties up the writing.

## Editing

- \_\_\_\_\_ Each of my sentences ends with a period (.), a question mark (?), or an exclamation point (!).
- \_\_\_\_\_ My subjects and verbs agree.
- \_\_\_\_\_ I have used commas correctly.
- \_\_\_\_\_ Each of my sentences begins with a capital letter.
- \_\_\_\_\_ I have used quotation marks correctly.
- \_\_\_\_\_ My paragraph is indented.
- \_\_\_\_\_ I chose my words carefully so that the reader can visualize just what I'm talking about.
- \_\_\_\_\_ I inserted words that add interest to my writing.
- \_\_\_\_\_ I inserted words that were missing.
- \_\_\_\_\_ I deleted extra words that I didn't need.
- \_\_\_\_\_ I circled words that I think may be incorrectly spelled. I used additional resources to check the spelling of those words.
- \_\_\_\_\_ I gave my edited draft to a partner to check.

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