Editing Checklist □ Is there a topic sentence? □ Are my words spelled correctly? □ Are my paragraphs indented? □ Does each sentence start with a capital? □ Does each sentence end with punctuation? □ Is my word neatly written? □ Have a I read my word through to check for errors, such as missing words?

Correction Marks Capital letters New paragraph Full stops Missing word / inset Delete Spelling mistake Reverse letters words

| Interesting introduction? | Supporting details? | Replaced overused words? | Used colourful words? | Used a variety of sentence types? | Conclusion? | Logical order, good links between paragraphs? | Missing elements?

Punctuation Full stop Question mark Exclamation mark Comma Speech marks / inverted commas Apostrophe

Capitalisation Grammar First word in a sentence? Subject - what the sentence is about ☐ The word "I" Noun - Person, place, thing Proper nouns Verb - action word Days of the week Adjective - Describing word Months of the year Adverb - Tells how, when, where or how much, e.g. runs quickly, ☐ National holidays eats very slowly Formal titles of people Preposition - shows location / time Conjunctions - e.g. and, but, or,

My checklist

A ADD Add sentences, words, and paragraphs. R REMOVE Unwanted words and sentences. M MOVE Sentences and words around. S SUBSTITUTE Trade words and sentences for others