

EDITING CHECKLIST – DESCRIPTIVE AND SENSORY WRITING

| CATEGORIES | SELF CHECK AND EDIT | | PEER CHECK AND EDIT | | |
|-------------------------|--|------------|--|------------|--------------------------|
| | Checklist items | Completed? | Checklist items | Completed? | Comments and suggestions |
| Punctuation | I have read aloud to identify where to stop or pause for full stops, commas, exclamation and question marks. | | I have read aloud to identify where to stop or pause for full stops, commas, exclamation and question marks. | | |
| | I have used quotation marks where appropriate. | | I have used quotation marks where appropriate. | | |
| Capital letters | I have checked for capital letters at the beginning of sentences. | | I have checked for capital letters at the beginning of sentences. | | |
| | I have checked that any proper nouns have capital letters. | | I have checked that any proper nouns have capital letters. | | |
| Grammar | I have checked that sentences are complete thoughts and contain a noun and verb. | | I have checked that sentences are complete thoughts and contain a noun and verb. | | |
| | I have checked that expression is clear and no run-on sentences confuse meaning. | | I have checked that expression is clear and no run-on sentences confuse meaning. | | |
| Spelling | I have checked for spelling errors and checked and fixed the words that were incorrect. | | I have checked for spelling errors and checked and fixed the words that were incorrect. | | |
| Use of the five senses? | I have checked that the five senses have been used at least once and that they enhance meaning. | | I have checked that the five senses have been used at least once and that they enhance meaning. | | |

(adapted from: <http://www.readwritethink.org/files/resources/printouts/Editing%20Checklist.pdf>)

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