**Editing Checklist**

This checklist will help you edit your writing before you publish it.

**Sentence Structure**

\_\_\_\_ Are my sentences clear and complete?

\_\_\_\_ Are my sentences easy to read?

**Punctuation**

\_\_\_\_ Does each sentence end with a period, question mark, or exclamation point?

\_\_\_\_ Do commas appearbefore *and, but, or, so,* or *yet* in compound sentences?

**Capitalization**

\_\_\_\_ Does each sentence start with a capital letter?

\_\_\_\_ Are names of people and places capitalized?

**Grammar and Usage**

\_\_\_\_ Do subjects and verbs agree (*Joe gives; they give*)?

\_\_\_\_ Are words that sound the same (*to, too,* and *two*) used correctly?

**Spelling**

\_\_\_\_ Are words spelled correctly?

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