**Checklist** for Revising and Editing Personal Essays

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| Name: |  | Date: |  |

Use this checklist as you revise and edit your personal essay. Make changes until you can check off each trait under “REVISING.” Also have a peer reviewer check these traits. Then switch to “EDITING” with the help of a peer editor.

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| **REVISING** | |
|  | **Ideas** Have I chosen a meaningful time period? Do I provide details to help my reader experience the events? |
|  | **Organization** Does my beginning introduce the time period? Does the middle provide events in the best order? Does the ending sum up the time period? Do I use effective transitions? |
|  | **Voice** Is my storytelling voice inviting and compelling? |
|  | **Words** Have I used active verbs, specific nouns, and strong adjectives? |
|  | **Sentences** Do my sentences have different beginnings and lengths? |
| **EDITING** | |
|  | **Conventions** Have I checked punctuation, capitalization, spelling, and grammar? |