**Editing Checklist**

**Sentence Structure**

\_\_\_\_ Did I write clear and complete sentences?

**Punctuation**

\_\_\_\_ Does each sentence have an end punctuation mark?

\_\_\_\_ Did I use apostrophes to show possession *(Pola’s purse)* or to mark contractions *(didn’t)*?

\_\_\_\_ Did I punctuate dialogue correctly *(Luis said, “I want to learn more about computers.”)*?

**Capitalization**

\_\_\_\_ Did I start all of my sentences with capital letters?

\_\_\_\_ Did I capitalize the names of people and places?

**Grammar**

\_\_\_\_ Did I use correct verb forms? (See pages 457–459.)

\_\_\_\_ Do all the subjects and verbs agree in number? Singular subjects go with singular verbs; plural subjects go with plural verbs. (See pages 67–69.)

\_\_\_\_ Did I use pronouns correctly in my sentences? (See pages 68–69.)

**Usage**

\_\_\_\_ Did I use specific nouns and verbs and colorful adjectives? (See pages 92–93.)

\_\_\_\_ Did I use the correct word (like *to, too,* or *two*)? (See pages 415–430.)

**Spelling**

\_\_\_\_ Did I check for spelling errors? (See pages 408–414.)

\_\_\_\_ Did I use a spell checker on my computer?

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