**Editing Checklist**

Use this checklist to edit your writing.

**Punctuation**

Does each sentence have end punctuation?

Do I use commas correctly (in compound sentences, in a series, after introductory phrases, . . .)?

Do I use apostrophes correctly (in contractions, to show ownership, . . .)?

Do I punctuate dialogue correctly?

**Capitalization**

Does each sentence start with a capital letter?

Do I capitalize proper nouns?

**Spelling**

Have I checked for spelling errors (including those the spell-checker may have missed)?

**Grammar and Usage**

Do my subjects and verbs agree?

Have I used correct forms of plurals?

Do I use the correct forms of irregular verbs *(give, gave, given)*?

Do my pronouns agree with their antecedents?

Have I checked for commonly misused words *(your, you’re)*?

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