



Name \_\_\_\_\_

Date \_\_\_\_\_

Assignment \_\_\_\_\_

## Dobbs Ferry Middle School Editing Checklist

*I have checked my work for the following:*

### **Presentation**

- \_\_\_ 1. There is a header with name, class, date, and assignment title.
- \_\_\_ 2. The layout is double spaced, Times New Roman, 12 point font unless specified.
- \_\_\_ 3. Each paragraph is indented with no extra space between paragraphs.

### **Sentence Structure**

- \_\_\_ 1. Complete sentences are used unless otherwise directed.
- \_\_\_ 2. Transition words are used to help the organization and structure of my work.
- \_\_\_ 3. There is variety in the way sentences begin (i.e. not always with the subject).

### **Word Choice**

- \_\_\_ 1. Grade-level and appropriate vocabulary is used.
- \_\_\_ 2. Homonyms are used correctly. (Examples: to, too, two/ their, there, they're)

### **Conventions**

- \_\_\_ 1. Verb tenses are consistent and correct.
- \_\_\_ 2. Abbreviations and other informal language have been eliminated (b/c, &, etc.).
- \_\_\_ 3. Spelling and homonym errors have been corrected.

### **Capitalization**

- \_\_\_ 1. The first word in each sentence is capitalized.
- \_\_\_ 2. Proper nouns, but not common nouns, are capitalized.
- \_\_\_ 3. Titles of books, articles, and reports are appropriately capitalized.

### **Punctuation**

- \_\_\_ 1. Proper end punctuation is included in all of my sentences.
- \_\_\_ 2. Commas are used correctly and only when necessary.
- \_\_\_ 3. Apostrophes are used in contractions and to show possession.