



Name _____

Date _____

Assignment _____

Dobbs Ferry High 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, using Times New Roman, 12 point font.
- ___ 3. Each paragraph is indented with no extra space between paragraphs.

Sentence Structure

- ___ 1. Each paragraph begins with a topic sentence.
- ___ 2. Transitions are used between ideas.
- ___ 3. A mixture of sentence structures is used (simple, compound, and complex).
- ___ 4. There is variation in the way sentences begin (i.e. not always with the subject).

Word Choice and Usage

- ___ 1. There is no repetition of words, ideas, or phrases.
- ___ 2. A diverse and level-appropriate vocabulary is used (i.e. very bad vs. malevolent).

Conventions

- ___ 1. All pronouns agree with other parts of the sentence.
- ___ 2. All subjects agree with the verbs in the sentence.
- ___ 3. Verb tenses are consistent and correct.
- ___ 4. Abbreviations and other informal language have been eliminated (b/c, &, etc.).
- ___ 5. Spelling and homonym errors have been corrected (i.e. their/there, accept /except).

Capitalization

- ___ 1. The first word in each sentence is capitalized.
- ___ 2. Proper nouns are capitalized.
- ___ 3. Titles of books, articles, and reports are appropriately capitalized.

Punctuation

- ___ 1. Proper end punctuation is used for each sentence.
- ___ 2. Commas are used correctly and only when necessary (after an introductory phrase, in a list, with appositives, etc.).
- ___ 3. Apostrophes are used only to show possession.
- ___ 4. Titles of books, articles, and other material have been accurately punctuated.