

NAME:

Directions: Yes or No in the Check Boxes

Self-Editing Checklist

	Guidelines	Check
Spelling	All words used in the composition are spelled correctly. Any words in question were looked up in a dictionary.	
Punctuation	There is punctuation at the end of every sentence (periods, exclamation points, and question marks).	
	When you read the composition aloud, there are commas, colons, and semi-colons at the appropriate places (where you paused naturally).	
	A comma separates each item in a list, i.e. apples, oranges, and grapes. Periods are used appropriately in abbreviations and after titles referring to a person when necessary, i.e. Mrs.	
	Titles of books, movies, poems, newspapers, etc. are appropriately underlined, italicized, or placed in quotation marks.	
Capitalization	Each sentence begins with a capital letter.	
	All proper nouns are appropriately capitalized (names of specific people, places, or objects, i.e. London, Brad, <i>Diary of a Wimpy Kid</i>).	
	The appropriate words in titles are capitalized.	
Grammar	The verbs and subjects agree throughout the entire composition, i.e. they were, he was, etc.	
	All sentences are complete sentences that are easy for the reader to understand.	
Formatting	The appropriate formatting guidelines were followed, i.e. a friendly letter with a heading, greeting, body, closing, and signature.	