

NAME:

Directions: Yes or No in the Check Boxes

# Self-Editing Checklist

	Guidelines	Check
<b>Spelling</b>	All words used in the composition are spelled correctly. Any words in question were looked up in a dictionary.	
<b>Punctuation</b>	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.	
<b>Capitalization</b>	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.	
<b>Grammar</b>	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.	
<b>Formatting</b>	The appropriate formatting guidelines were followed, i.e. a friendly letter with a heading, greeting, body, closing, and signature.	