

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. | |