

APPENDIX L

Skills to Include on an Editing Checklist

This list suggests a range of editing skills. Select *three or four* at a time. Aim for skills that represent the just-right level for your students—those that are not too easy or too hard.

Primary Writers

- Did I write my name and date?
- Have I given my piece a title?
- Have I reread, pointing to each word?
- Can I hear any more sounds?
- Can I add any words I may have left out?
- Did I begin each sentence with a capital letter?
- Did I end each sentence with a period?
- Did I use capital letters in all the important words of the title?
- Did I underline three words I'd like to see the correct spelling of?

Elementary Writers

- Have I used capital letters for the names of specific people or places?
- Did I end each sentence with the proper punctuation: . ! ?
- Have I fixed sentences that are strung together with the phrase *and then*?
- Am I using the comma for lists?
- Have I circled the words that look wrong?
- Have I underlined incorrect words and found the correct spellings?
- Have I used quotation marks to show when people are speaking?
- Did I get rid of any unnecessary words?

Intermediate Writers

It is important to move beyond the basics with older writers and show them how editing can fine-tune their writing in more sophisticated ways.

- Have I used commas for compound sentences?
- Have I correctly written dialogue in paragraph form?
- Have I indented paragraphs when needed?
- Have I avoided passive tense whenever possible?
- Have I varied the pace of sentences to get the effect I want?
- Have I pruned out the small words that qualify how I feel and think (a little, sort of, kind of, quite, pretty much, in a very real sense)?
- Have I cut clutter and tightened my writing by using precise language?
- Have I chosen strong verbs?
- Have I used contractions when appropriate to bring a more natural voice to the writing?