

EDITOR'S CHECKLIST FOR ESSAY WRITING

Student Name		Period	
---------------------	--	---------------	--

Use this checklist to proofread and revise your writing. Make a check in the box when you have edited your writing for each item.

EDIT FOR THESE ITEMS	STUDENT CHECK	STUDENT CHECK	TEACHER COMMENTS
1. PREWRITING	YES	NO	
A. I have read the prompt and I understand what my topic is.	<input type="checkbox"/>	<input type="checkbox"/>	
B. I have planned my paper before writing.	<input type="checkbox"/>	<input type="checkbox"/>	
2. FOCUS /DEVELOPMENT OF IDEAS/CONTENT			
A. I have a topic sentence that is about the prompt.	<input type="checkbox"/>	<input type="checkbox"/>	
B. My topic sentence "steals" important words from the prompt.	<input type="checkbox"/>	<input type="checkbox"/>	
C. I support my topic sentence by mentioning three reasons.	<input type="checkbox"/>	<input type="checkbox"/>	
3. ORGANIZATION			
A. My paper follows the five-paragraph format.	<input type="checkbox"/>	<input type="checkbox"/>	
B. My paper has a clear	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Beginning			
➤ Middle			
➤ Ending			
C. My writing is clear and logical.	<input type="checkbox"/>	<input type="checkbox"/>	
D. I have a strong, interesting beginning sentence (a phrase, a question) that gets the reader's attention.	<input type="checkbox"/>	<input type="checkbox"/>	
E. I have Transitions that help connect my ideas in my paper.	<input type="checkbox"/>	<input type="checkbox"/>	
F. I have a concluding sentence at the end of each paragraph.	<input type="checkbox"/>	<input type="checkbox"/>	
4. SUPPORT			
A. I explain and expand my three main reasons.	<input type="checkbox"/>	<input type="checkbox"/>	
B. I have used " FIRES "	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Facts			
➤ Incidents			
➤ Reasons			
➤ Examples			
➤ Statistics			

EDIT FOR THESE ITEMS	STUDENT CHECK	STUDENT CHECK	TEACHER COMMENTS
<p>5. SENTENCE STRUCTURE</p> <p>A. My sentences are complete. They have a subject and a verb.</p> <p>B. I don't have any run-on sentences or fragments.</p> <p>C. I use different types of sentences</p>	<p>YES</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>NO</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>6. GRAMMAR AND USAGE</p> <p>A. Is my writing in the right tense (for example, present or past)?</p> <p>B. Do my verbs agree with their subjects?</p> <p>C. Did I use pronouns and object pronouns correctly?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>7. WORD CHOICE</p> <p>A. Did I use vivid verbs and colorful adjectives?</p> <p>B. Did I use a dictionary to help me choose better words?</p> <p>C. Did I eliminate extra words so that my writing is not wordy?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>8. WRITING CONVENTIONS</p> <p><u>Form</u></p> <p>A. Did I write my name, date and a title on the page?</p> <p>B. Did I indent the first line of each paragraph?</p> <p>C. Did I create an attractive presentation or did I use my best handwriting?</p> <p><u>Spelling</u></p> <p>D. Did I check the spelling of all the words I'm not sure about?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p><u>Capitalization</u></p> <p>E. Did I capitalize the names of proper nouns, such as people's names and names of cities and countries?</p> <p>F. Did I start each sentence with a capital letter?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p><u>Punctuation</u></p> <p>G. Did I punctuate each sentence with the right mark (.,?, or !)?</p> <p>H. Did I put quotation marks around any direct speech?</p> <p>I. Did I use apostrophes correctly in contractions and possessives?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	