

Name \_\_\_\_\_

Date \_\_\_\_\_

## Editing Checklist – There’s G.U.M in your Essay!!!!

Questions	Writer	Peer Editor #1	Peer Editor #2
<b>Punctuation</b>			
Did you use end punctuation after all of your sentences?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do you use commas correctly?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do you use quotation marks correctly?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do you use apostrophes to show possession (boy’s bike)?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
<b>Capitalization</b>			
Do you start all of your sentences with capital letters?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do you capitalize all proper nouns?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
<b>Spelling</b>			
Have you spelled all of the words correctly?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
<b>Grammar</b>			
Do you use correct forms of verbs ( <i>had gone</i> , NOT <i>had went</i> )?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do your subjects and verbs agree in number? (She and I <i>were</i> going, NOT She and I <i>was</i> going.)	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Do you use the right words ( <i>to</i> , <i>too</i> , and <i>two</i> or <i>there</i> , <i>their</i> and <i>they’re</i> )?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No
Are all of your sentences correctly written (no fragments or run-on sentences)?	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No

Student Editor #1 \_\_\_\_\_

Student Editor #2 \_\_\_\_\_

Summary Comments: \_\_\_\_\_

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SummaryComments \_\_\_\_\_

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