

Author's Name: _____ Date: _____ Peer's Name: _____

Editing Checklist for Self- and Peer Editing

Directions: Edit your written work using the Self-Edit columns, fixing any errors you notice. Then, have a peer complete the Peer Edit columns while you observe.

| | Self-Edit | | Peer Edit | | |
|-------------------------|--|---|---|---|--------------------------|
| | Checklist Items | After completing each step, place a check here. | Checklist Items | After completing each step, place a check here. | Comments and Suggestions |
| Punctuation | <p>I read my written piece aloud to see where to stop or pause for periods, question marks, exclamation marks, and commas.</p> <p>Quotation marks are included where needed.</p> | | <p>I read the author's piece aloud to see where to stop or pause for periods, question marks, exclamation marks, and commas.</p> <p>Quotation marks are included where needed.</p> | | |
| Capital Letters | <p>I checked for capitals at the beginning of sentences.</p> <p>Proper nouns begin with capital letters.</p> | | <p>I checked for capitals at the beginning of sentences.</p> <p>Proper nouns begin with capital letters.</p> | | |
| Grammar | <p>My sentences are complete thoughts and contain a noun and a verb- check tense!</p> <p>I don't have any run-on sentences.</p> <p>I have used they're, their and there correctly.</p> <p>I properly punctuated all prepositional phrases.</p> | | <p>Sentences are complete thoughts and contain a noun and a verb- check tense! (past vs. present)!</p> <p>There are no run-on sentences.</p> <p>They're, their and there were used correctly.</p> <p>Prepositional phrases were punctuated correctly.</p> | | |
| Spelling | <p>I checked spelling and fixed the words that didn't look right.</p> | | <p>Spelling is correct.</p> | | |
| Sentence Variety | <p>I made sure sentences begin in different ways (subject – verb or verb- subject or prepositional phrase).</p> | | <p>Sentences begin in different ways (subject – verb or verb- subject or prepositional phrase).</p> | | |

