Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My Editing Checklist**

**Directions**: Answer each of the following questions by putting a check

() in the “YES”, “NO” or “Corrected” boxes.

|  |  |  |  |
| --- | --- | --- | --- |
|  **Questions**   | **YES**  | **NO**  | **Corrected**  |
|  1. Did I **re-read** my writing to check for mistakes?   |   |   |   |
|  2. Did I start each sentence with a **capital letter**?   |   |   |   |
|  3. Did I end each sentence with a **period**, an **exclamation point**, or a **question mark**?   |   |   |   |
|  4. Did I **space my words** and **write neatly**?   |   |   |   |
|  5. Did I **circle** any words that I think are misspelled? |   |   |   |
|  6. Did I use a **Dictionary** or **ask for help** spelling words?  |   |   |   |
|   7. Did I tell “**WHO?**”, “**WHAT?**”, “**WHEN?**”, “**WHERE?**”,  “**WHY?**” and “**HOW?**”?   |   |   |   |
|  8. Did I **ask someone else** to read my writing to check for mistakes I might have missed?  |   |   |   |