

EDITING CHECKLIST

Date: _____

☐ Capital letters at the start of each sentence.

☐ Full stops at the end of each sentence.

☐ Capital letters for names of people.

☐ Capital letters for the names of places.

☐ Capital letters for I.

☐ Commas when listing things and people.

E.g. apples, bananas, oranges and grapes

☐ Only one **and** in each sentence.

☐ Correct spelling

Underline words you think are wrong and use a dictionary or have a go pad.

☐ Does it makes sense?

Add or delete words so each sentence makes sense

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