

Checklist for Editing and Revising Writing

Grades 3rd – 12th Writing Prompts

Public Schools of Petoskey

Check your writing before you turn it in. Look at each of these things:

Content and Ideas:

- Do I have a **clear main idea** that connects to the topic?
- Do I stay **focused** on my main idea?
- Do I support my main idea with important **details and examples**?
- Do I need to take out details that DO NOT support my main idea?
- Is my writing **organized**, with a clear **beginning, middle and end**?
- Do I use a variety of **interesting words** (adjectives, adverbs)?
- Do I **vary** the way I use **phrases and sentences** (not starting each sentence the same way)?

Correctness:

- Have I checked and corrected my **spelling**?
- Have I checked and corrected **punctuation**? (end of sentences, commas, quotation marks, etc.)
- Have I checked and corrected **capitalization**?
- Have I checked to see that words are **written clearly** so the reader can easily understand what I'm trying to say?

Overall:

- Is everything in the paper just the way I want it?