

Revision and Editing Checklist: Grade 4

Revise for...

Informational Text

Clarity

- ☐ clear central idea
- ☐ facts, details support central idea
- ☐ obvious conclusion
- ☐ clear/concise

Organization

- ☐ appropriate and purposeful organizational pattern
- ☐ connects across and within paragraphs
- ☐ varied sentence structure

Development

- ☐ communicates understanding/importance
- ☐ word choice (purposeful and specific)
- ☐ written in a fresh way

Argumentative Text

Clarity

- ☐ clear claim
- ☐ facts support the argument
- ☐ convincing conclusion
- ☐ clear/concise

Organization

- ☐ appropriate/purposeful organization
- ☐ connects across and within paragraphs
- ☐ varied sentence structure

Development

- ☐ communicates importance/insight
- ☐ word choice (purposeful/precise/powerful)
- ☐ written in a fresh way

Literary Text

Clarity

- ☐ obvious theme/message

- ☐ details and events support the plot and theme
- ☐ clear/concise

Organization

- ☐ appropriate/purposeful plot sequence
- ☐ plot, setting, and characters connect in a meaningful way
- ☐ connects across and within paragraphs
- ☐ varied sentence structure

Development

- ☐ creates connection with the reader
- ☐ word choice (purposeful and precise)
- ☐ literary language contributes to voice
- ☐ written in a fresh way

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Edit for...

Capitalization

- ☐ first letter in a sentence
- ☐ names
- ☐ pronoun "I"
- ☐ months, days of the week
- ☐ salutation and conclusion of a letter
- ☐ official titles of people
- ☐ holidays
- ☐ geographical names and places
- ☐ **historical periods, events, and documents**
- ☐ **titles of books, stories, and essays**
- ☐ **languages, races, and nationalities**

Punctuation

- ☐ period at the end of declarative sentences
- ☐ exclamation point at the end of exclamatory sentences
- ☐ question mark at the end of interrogative sentences
- ☐ commas with items in a series
- ☐ commas in dates
- ☐ commas in compound sentences
- ☐ **quotation marks in dialogue**
- ☐ apostrophes in contractions
- ☐ apostrophes in possessives

Spelling

- ☐ high frequency/commonly used words
- ☐ commonly misspelled words
- ☐ special words

Usage

- ☐ complete and compound sentences (**no splices, run-ons, fragments**)
- ☐ subject-verb agreement
- ☐ parts of speech
 - past, present, and future verb tense
 - **past tense irregular verbs**
 - singular, plural, common, and proper nouns
 - adjectives, including articles

- adjectives, including comparative and superlative forms
- adverbs that convey time
- adverbs that convey place
- adverbs that convey manner
- **adverbs that convey frequency and degree**
- prepositions and prepositional phrases
- pronouns including subjective, objective, possessive, and **reflexive** cases
- coordinating conjunctions to form compound subjects and predicates
- coordinating conjunctions to form compound sentences