

Author's Name: \_\_\_\_\_

Peer's Name: \_\_\_\_\_

**Editing Checklist**

\*Should be reading essay 4,5 times. First time for comprehension and questions, 2nd for spelling, accents and punctuation, 3rd for MFSP and word order, 4th for verb choice/use/conjugation

|                                                                                                                                | Yes | NO | Comments |
|--------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| Are the title main words capitalized?                                                                                          |     |    |          |
| Does the title fit the piece? And is the formatting of the title accurate?                                                     |     |    |          |
| Are paragraphs used to organize the piece? (min. 5, intro, body, conclusion)                                                   |     |    |          |
| Is the introduction effective?                                                                                                 |     |    |          |
| Is information in a logical order                                                                                              |     |    |          |
| Is there enough supporting evidence?                                                                                           |     |    |          |
| Does the writer stay on topic?                                                                                                 |     |    |          |
| Is the writing interesting?                                                                                                    |     |    |          |
| Is the word choice appropriate? (ie, can you understand what they are saying, if not! Then their word choice needs some help!) |     |    |          |
| Does each sentence start and being with appropriate punctuation?                                                               |     |    |          |
| Is the spelling correct? Underline what needs corrections                                                                      |     |    |          |
| Are there other words that should be capitalized?                                                                              |     |    |          |
| Are accents correct?                                                                                                           |     |    |          |
| Are all verbs conjugated appropriately? (verb tense, then go back and check PERSON doing the action)                           |     |    |          |
| Are verb Uses accurate. Go through and highlight each verb and, and write reason for choosing (tengo- I have)                  |     |    |          |
| Are Masculine/ Feminine/ Singular/ Plural of all nouns articles and adjectives matching!?                                      |     |    |          |
| Is the conclusion long enough and effective?                                                                                   |     |    |          |

