

Writing Application Letters

Editing in Action

Student: _____ Date: _____

Edit with a checklist.

Read each line. When you can answer each question with a yes, check it off.

Punctuation

_____ Did I close each sentence with an end punctuation mark?

_____ Do commas follow four or more introductory words?

_____ Do I use a colon after the salutation?

Capitalization

_____ Did I start all sentences with capital letters?

_____ Did I capitalize the names of people and places?

_____ Did I capitalize the word "Dear" in the salutation and the first word in the closing (*Yours truly*,)?

Grammar

_____ Do my pronouns and antecedents agree? (All *students* need *their* own pencils.)

_____ Do the subjects and verbs agree in number? (*Birds sing*; *David whistles*.)

Usage

_____ Did I use an appropriate level of language?

_____ Did I correctly use commonly confused words (*affect/effect*)?

Spelling

_____ Did I check for spelling errors?

_____ Did I use a dictionary or the spell checker on my computer?