**Editing Checklist (Paragraphs)**

**Style**

\_\_\_\_ Did you word-process your assignment with a good font, double spaced

 (REALLY double spaced), etc.?

\_\_\_\_ Is your name and student number in the header?

\_\_\_\_ Did you write the topic and draft number in the header?

\_\_\_\_ Did you put the date the assignment is due in the footer?

\_\_\_\_ Did you put the page numbers in the footer?

\_\_\_\_ Did you put the word count in the footer?

**Pieces**

\_\_\_\_ Did you check the title?

\_\_\_\_ Do you have a clear topic sentence?

\_\_\_\_ Are all the sentences related to the topic sentence?

\_\_\_\_ Do you have an appropriate concluding sentence?

**Proofreading and Editing**

\_\_\_\_ Did you understand the assignment and write what the instructor asked you

 to write?

\_\_\_\_ Did you proofread for grammar errors (spelling, subject-verb agreement,

 verb tense, articles)?

\_\_\_\_ Are all the sentences complete sentences with a subject and a verb?

\_\_\_\_ Did you proofread for punctuation errors (comma usage, periods)?

\_\_\_\_ Did you proofread for capitalization errors (first words of sentences, proper

 nouns)?