

## Writing Handout 08 - Editing Checklist

There are many pieces that must go together to make a writing assignment successful. It is important that you check that all these pieces are in your assignment. Also, *each* writing assignment you hand in to your instructor should be edited and proofread. Your assignments should all be word-processed and look attractive. Use the following checklist to help you. Check ( ☐ ) each item for each assignment you have.

### Style

- ☐ Did you word-process your assignment with a good font, nice spacing, 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 (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, question marks)?
- ☐ Did you proofread for capitalization errors (first words of sentences, proper nouns)?