



Self-Edit Checklist

Start by reading your writing aloud. Then, edit your writing with the checklist below. After completing each item in the checklist, mark it as complete.

	Edit	Completed
Read aloud	Read aloud and listen for places that need attention for punctuation, grammar, and word choice.	
Punctuation	The correct punctuation is used in the best place in each sentence.	
	Quotation marks are included for evidence when taken directly from a source.	
Capitalization	Sentences begin with capital letters.	
	Proper nouns begin with capital letters.	
Spelling	Check for and correct any misspellings.	
Grammar	Sentences are complete thoughts and include a subject and a verb.	
	Check for run-on sentences. Rewrite any sentences that are too long.	
Word Choice	Words are written in the same tense.	
	The correct words are used to communicate ideas.	

Adapted from ReadWriteThink

<https://www.readwritethink.org/files/resources/printouts/Editing%20Checklist.pdf>

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