

BLM Mod.2.1#2: Five-Step Revising and Editing Checklist

Name _____ Date _____

Criteria	Self	Partner	Teacher
1. Meaning			
Does my writing make sense and say what I think it says?			
2. Capitalization			
Did I use capital letters correctly?			
<ul style="list-style-type: none"> • for references to "I" 			
<ul style="list-style-type: none"> • in first words of sentences 			
<ul style="list-style-type: none"> • for names of people, pets, cities, towns, countries, streets 			
<ul style="list-style-type: none"> • for days, months, titles 			
3. Punctuation			
Did I check whether I used correct punctuation marks?			
<ul style="list-style-type: none"> • period (.) <ul style="list-style-type: none"> — at end of "telling" sentence (e.g., I like my cat.) — with abbreviations (e.g., Mon.) 			
<ul style="list-style-type: none"> • question mark (?) <ul style="list-style-type: none"> — at end of "question" sentence (e.g., Where did he go?) 			
<ul style="list-style-type: none"> • comma (,) <ul style="list-style-type: none"> — when listing things (e.g., I like peas, carrots, and corn.) — to separate speaker from spoken words (e.g., He said, "How are you?") 			
<ul style="list-style-type: none"> • apostrophe (') <ul style="list-style-type: none"> — to mark contractions (e.g., don't) — to note ownership/possessives (e.g., my sister's cat) 			
<ul style="list-style-type: none"> • quotation marks (" ") <ul style="list-style-type: none"> — around a speakers' words (e.g., She said, "Where is it?") 			
4. Spelling			
Did I check my spelling carefully?			
<ul style="list-style-type: none"> • Did I use my dictionary when I needed help? 			
<ul style="list-style-type: none"> • Did I underline the words that I need help with? 			
5. Handwriting			
Is my printing/handwriting neat and easy to read?			

Five-Step Revising and Editing Checklist: Adapted by permission of The Diagnostic Learning Centre, The Winnipeg School Division.

Reference:

Manitoba Education and Training, *Grades 5 to 8 English Language Arts: A Foundation for Implementation*. Winnipeg, MB: Manitoba Education and Training, 1998. Strategies That Make a Difference, 228.