

Using Editing Sheets











Directions:

- ✓ When students have been trained to edit papers as a class, they can be given specific edit sheets to fill out for one another or for themselves. The following samples can be adapted for all levels and ranges of student ability.

- ✓ After edit sheets are completed, the writer should make the corrections before the final copy.

















STUDENT WORKSHEET
EDITING CHECKLIST I

Writer _____

- | | | |
|--|---|---|
| 1. Does each sentence begin with a capital letter? |  |  |
| 2. Does each name begin with a capital letter? |  |  |
| 3. Does each sentence end with a punctuation mark? |  |  |
| 4. Do the words seem to be spelled correctly? |  |  |
| 5. Is the handwriting neat? |  |  |

STUDENT WORKSHEET
EDITING CHECKLIST II

Writer _____

- | | | |
|---|---|---|
| 1. Are all sentences capitalized? |  |  |
| 2. Are all proper names capitalized? |  |  |
| 3. Does each of your sentences end with the correct punctuation? |  |  |
| 4. Have you added missing punctuation (commas, apostrophes, quotation marks, etc.)? |  |  |
| 5. Are all paragraphs indented? |  |  |
| 6. Have all missing words been added? |  |  |
| 7. Has the spelling been checked? |  |  |
| 8. Is the paper neat and easy to read? |  |  |

STUDENT WORKSHEET
EDITING CHECKLIST III

Writer _____

Directions to the writer:

1. Prepare your rough draft for editing by numbering each line of writing.
2. If the teacher does not assign editors, you must find at least one other person to edit your paper in the following areas. You may ask the same person to do more than one area, if that person is willing.

Editor #1 (Name) _____

1. Read the paper.
2. What words are misspelled? Give the line number and word.

Editor #2 (Name) _____

1. Read the paper.
2. Check the punctuation. Point out to the writer any errors using:
 - a. commas
 - b. question marks
 - c. quotation marks
 - d. capitals

Editor #3 (Name) _____

1. Read the paper.
2. Is each paragraph indented? (Give the line number.)

3. Does the paper have margins? _____
4. Is the handwriting as neat as this writer can make it? _____

STUDENT WORKSHEET
 EDITING CHECKLIST IV

Directions to the writer:

1. Prepare your rough draft for editing by numbering each line of writing.
2. If the teacher does not place you in a group, you must find at least one other person to edit your paper in the following areas. You may ask the same person to do more than one area, if that person is willing.

Writer _____ Title _____

SPELLING:		PUNCTUATION:	
Editor _____		Editor _____	
Line	Mistake	Line	Mistake

CAPITALIZATION:		MISSING WORDS:	
Editor _____		Editor _____	
Line	Mistake	Line	Mistake