

Editing Checklist

- Is there a topic sentence?
- Are my words spelled correctly?
- Are my paragraphs indented?
- Does each sentence start with a capital?
- Does each sentence end with punctuation?
- Is my word neatly written?
- Have I read my word through to check for errors, such as missing words?

Correction Marks

- ≡ Capital letters
- / New paragraph
- ⦿ Full stops
- ^ Missing word / inset
- Delete
- Spelling mistake
- ~ Reverse letters words

Revising checklist

- Interesting introduction?
- Supporting details?
- Replaced overused words?
- Used colourful words?
- Used a variety of sentence types?
- Conclusion?
- Logical order, good links between paragraphs?
- Missing elements?

Punctuation

- Full stop
- ? Question mark
- ! Exclamation mark
- , Comma
- “ ” Speech marks / inverted commas
- ‘ Apostrophe

