

Editing and Revision Checklist

Author: _____

Get your pens ready, because here we go!

- _____ 1. Read the paper backwards, one word at a time. Circle all possible spelling errors in BLUE, BLUE, BLUE. Check with a fellow writer or check the dictionary if you're not sure.
- _____ 2. Box the first word of each sentence and the end punctuation of each sentence in RED, RED, RED. This will give you a picture of your sentence lengths and variety.
- _____ 3. Look at your RED markings that include the first word of each sentence. Make sure no more than FOUR sentences begin with the same word in your whole paper.
- _____ 4. Use ORANGE, ORANGE, ORANGE to make the beginning of each paragraph with the paragraph symbol. Think about how long your paragraphs are and if they need more sentences.
- _____ 5. Use GREEN, GREEN, GREEN to add DETAILS. Add Adjectives, sentences, and even whole paragraphs. Your draft should look very GREEN when you finish!
- _____ 6. Highlight your favorite sentence with YELLOW.
- _____ 7. Read it aloud with VOICE. If it doesn't make sense, back up, add in what is missing, clean up what is confusing, and then read it again. Listen to your text for grammar.
- _____ 8. Look at your paper one more time. Have you found EVERYTHING that you can to make it ready for a reader to enjoy?

Attach this form to your rough draft, and turn it in with your final copy and pre-writing. Well done!