

Editing and Proof Reading Checklist

Overall:	
Does my writing flow and have I made my point?	
Have I included enough information to meet the task?	
Base Structure:	
Do I have a defined beginning, middle and end?	
Proof read – have I reread my work and do I like the way it reads?	
Writing Conventions:	
Paragraphs – do I have them?	
Punctuation – have I used it?	
Capitals – have I used them in the right places?	
Subject/verb agreement – have I checked for mistakes? Singular subjects need singular verbs; plural subjects need plural verbs. Eg My mum is a blogger. My brothers are funny.	
Sentence structure:	
Starting words – do my sentences start with the same words?	
Repetition - am I repeating the same words in each sentence?	
Flow – are my sentences disjointed?	
Vocabulary:	
Descriptive – have I used words to make my writing more interesting?	
New – have I added new words to my writing?	