

# EDITING CHECKLIST PACK

≡ MAKE IT CLEAR. MAKE IT CORRECT. MAKE IT STRONG. ≡











## PURPOSE

Improve your writing by checking, fixing and improving.

## HOW TO USE

- Read your writing.
- Use this checklist to find and fix things.
- Show it to a peer or teacher for feedback.



CHECK	I HAVE...	YES	PARTLY	NO
 <b>IDEAS &amp; CONTENT</b>	<ul style="list-style-type: none"> <li>• Does my writing stay on topic?</li> <li>• Have I included all the important ideas?</li> <li>• Are my ideas clear and well explained?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>ORGANISATION &amp; STRUCTURE</b>	<ul style="list-style-type: none"> <li>• Is there a clear beginning, middle and end?</li> <li>• Do my ideas flow in a logical order?</li> <li>• Have I used paragraphs well?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>SENTENCES</b>	<ul style="list-style-type: none"> <li>• Do my sentences make sense?</li> <li>• Have I used a variety of sentence starters and lengths?</li> <li>• Are my sentences complete?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>WORD CHOICE</b>	<ul style="list-style-type: none"> <li>• Have I used precise and interesting words?</li> <li>• Have I avoided repetition?</li> <li>• Is my vocabulary appropriate for my audience?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>GRAMMAR</b>	<ul style="list-style-type: none"> <li>• Are my verbs in the right tense?</li> <li>• Are my pronouns clear and correct?</li> <li>• Have I used correct noun/plural forms?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>PUNCTUATION</b>	<ul style="list-style-type: none"> <li>• Have I used capital letters correctly?</li> <li>• Have I used full stops, commas, question marks, etc. correctly?</li> <li>• Have I used quotation marks and apostrophes correctly?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>SPELLING</b>	<ul style="list-style-type: none"> <li>• Have I checked spelling of keywords?</li> <li>• Have I used a dictionary or spell checker?</li> <li>• Are names and special words correct?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>CLARITY &amp; IMPACT</b>	<ul style="list-style-type: none"> <li>• Is my writing easy to understand?</li> <li>• Have I removed any unnecessary words?</li> <li>• Does my writing have impact?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## SELF-ASSESSMENT

What am I most proud of?

\_\_\_\_\_

What will I improve next time?

\_\_\_\_\_



## PEER / TEACHER FEEDBACK

Strengths I noticed:

\_\_\_\_\_

One suggestion to make it even better:

\_\_\_\_\_



**FINAL CHECK:** Read it one more time. Is it the best it can be?