

Name: _____

Editing and Revising Checklist

Today you are going to do edits on your first draft of a paper of your choosing. Editing is when we correct mistakes, revision is where we make the essay content better. Follow the instructions on this page and make edits, revisions, and notes on your paper. (NOTE: make sure you're writing in a different color than you wrote your draft in!)

Editing Steps:

1. **Paragraphs/Indent:** Do you have paragraphs that are indented? If not, write "PARAGRAPHS?" or "INDENT!" or both at the top of the page.
2. **Capitalization:** Is the beginning of every sentence capitalized? If not, capitalize it. Are the first and last names of people capitalized? Are the names of places capitalized? If not, capitalize it.
3. **Punctuation:** Does every sentence have the correct end punctuation? Are there any comma errors? If needed, fix the punctuation mistakes.
4. **Spelling:** Are any words misspelled? If you think any word may be misspelled (even if you're not 100% sure) circle the word and write "sp" above it so that you can go double check the spelling.
5. **Obvious mistakes:** As you read your paper, fix any obvious mistakes you see.
6. **Paragraph Formatting:** Do they have an introduction, 2 body paragraphs, and a conclusion? If they're missing any of these components, write "WHERE'S _____ PARAGRAPH" next to where the paragraph should be.
7. **Thesis Statement:** At the end of their introduction paragraph, do they have a thesis statement? If not, write "THESIS?" beside the end of the introduction.
8. **Correct Words:** Do they use the right words in the right places? (i.e. there, their, and they're; or between vs. among; etc.) If not, correct them.

Revising Steps:

1. **Clarity:** Read the essay aloud (under your breath). Are there any sentences that seem difficult to get through or confusing? Mark them with a '?' If you have suggestions for how to fix it, write them down in the margins.
2. **Thesis:** Look at their thesis statement. Does it briefly cover everything they talk about in their essay? If not, write a note about either what the thesis statement is missing or what they need to take out of their thesis statement.
3. **Order:** Their thesis statement should be an "outline" of what they'll talk about in the essay. Does their essay follow the same order that their thesis statement lays out? If not, write them a note what they need to change.
4. **Concrete Details and Commentaries:** Do their concrete details make sense? Do you need to explain the example further? Do you need to develop the commentary any more or give more info? If so, write notes where they need to add/revise their CD and CMs.
5. **More Information:** Mark 2 places with an * where you would like more information. Write a note next to these places about what kind of information you could add there.
6. **Repeated words:** Do you repeat any words multiple times? If so circle all the repeated words and write "rep" next to them so that you know you'll need to find synonyms to put in their place.
7. **Strongest/Weakest Point:** What is the strongest point of the essay? Put a ✓ next to it. What is the weakest part of the essay? Put a X next to it.

Once you've edited and revised your paper, rewrite it with your corrections. This final draft will be a major grade.

On your final draft, if you can use a Membean word or two (circle/highlight them when you do), I'll give you extra credit points for each Membean word you use.