Author’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Peer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mod: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Editing Checklist for Self and Peer Editing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Self-Edit** | | **Peer Edit** | |
|  | **Checklist items** | **After completing each step, place a check here.** | **Checklist items** | **After completing each step, place a check here.** |
| **Read Aloud** | I read my written piece aloud to listen for errors. |  | I read the author’s written piece aloud to listen for errors. |  |
| **Punctuation** | I read my written piece aloud to see where to stop or pause for periods, question marks, exclamation marks and commas. |  | I read the author’s written piece aloud to see where to stop or pause for periods, question marks, exclamation marks and commas. |  |
| **Capital Letters** | I checked for capitals at the beginning of each sentence. |  | I checked for capitals at the beginning of each sentence. |  |
| Proper nouns begin with capital letters. |  | Proper nouns begin with capital letters. |  |
| **Grammar** | My sentences are complete thoughts and contain a noun and a verb. |  | Sentences are complete thoughts and contain a noun and a verb. |  |
| I don’t have any run on sentences. |  | There are no run-on sentences. |  |
| **Spelling** | I checked spelling and fixed the words that didn’t look write. |  | I checked spelling and fixed the words that didn’t look write. |  |
| **Introduction** | The introduction is 3-4 sentences. |  | The introduction is 3-4 sentences. |  |
| The introduction:   * Has an attention grabbing first sentence * States the purpose * Lists the materials |  | The introduction:   * Has an attention grabbing first sentence * States the purpose * Lists the materials |  |
| **Body** | The body is 5-7 sentences. |  | The body is 5-7 sentences. |  |
| The body:   * Lists the steps in order * Uses transitions words |  | The body:   * Lists the steps in order * Uses transitions words |  |
| **Conclusion** | The conclusion is 3-4 sentences. |  | The conclusion is 3-4 sentences. |  |
| The conclusion:   * Restates the purpose * Explains why I chose the skill * Explains why the skill is important |  | The conclusion:   * Restates the purpose * Explains why they chose the skill * Explains why the skill is important |  |