Editing and Proofreading Checklist ✏️

Name: _____ Date: _____

Instructions: Use this checklist to edit and proofread your writing. Read your work carefully and tick each box when you have checked that area.

My Editing Checklist

- ☐ **Capital Letters:** I have used capital letters at the start of every sentence.
- ☐ **Capital Letters:** I have used capital letters for names of people and places.
- ☐ **Full Stops:** Every sentence ends with a full stop, question mark, or exclamation mark.
- ☐ **Spelling:** I have checked my spelling and corrected any mistakes.
- ☐ **Sentence Sense:** Each sentence makes sense and is complete.
- ☐ **Word Choice:** I have used interesting and clear words.
- ☐ **Paragraphs:** I have started a new paragraph for each new idea or topic.
- ☐ **Neatness:** My writing is neat and easy to read.

Practice Editing

Fix the errors in this paragraph:

last saturday me and my friend went to the beach we builded a huge sandcastle it was the biggest one on the hole beach my friends name is sarah and she brung a bucket and spade we had so much fun

Write the corrected paragraph below:

_____

_____

_____

_____

_____

Reflection

What was the most common mistake you found in your writing?

_____