

Editing Checklist

4th Grade

The five checks to run before handing anything in.

Editing is not re-reading. It is five separate passes, each looking for one thing.

CAPITALS

1

Start of every sentence, and every name.

PUNCTUATION

2

End marks on every sentence. Commas in lists.

SPELLING

3

Circle anything that looks wrong, then check it.

SENSE

4

Read it aloud. Your ear catches what your eye skips.

NEATNESS

5

Can someone else actually read it?

Reading aloud is the single most effective check. Missing words become obvious.