**Writing – Editing checklist**



**Edit for:**

* **Missing full stops**
* **Missing capital letters (start of new sentence and proper nouns)**
* **Missing words**
* **Other missing punctuation - ? ! or ,**
* **Put a comma after all fronted adverbials**
* **Comma splicing – use a conjunction or a full stop**
* **Apostrophe – possessive (eg The Boys’ school - plural / the cat’s collar - singular)**
* **Apostrophe – contracted word (eg you’re, they’re, can’t)**
* **Varied sentence openers (not always starting with *He, She* or *Then*)**
* **Check that your sentences make sense**
* **Paragraphs – change of: time, person, place, topic, new speaker**
* **Spelling (check in a dictionary if you have one to hand)**

Can you make your writing even better?

* **Can you include a relative embedded clause? (who, which, whose)**
* **Can you use brackets, dashes or commas for parenthesis?**
* **Can you use expanded noun phrases to add detail?**
* **Can you use prepositions to show time, place and cause (before, until, after, during, because of)?**
* **Can you use adverbials of time, place, frequency, cause?**
* **Can you use direct speech and punctuate it accurately?**