

Editing checklist

○ punctuation

I read the piece to see where to pause and stop
(,?.)

I used quotation marks where needed.

○ capital letters

My sentences begin with a capital letter.
Proper nouns begin with capital letters.

○ grammar

My sentences are complete thoughts and contain
a noun & verb.

I do not have any run-on sentences.

○ spelling

I circled and checked words that didn't look
right.

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