

Name: \_\_\_\_\_

## Revision Checklist

### Do I need to ADD any information?

- Do I have a good beginning?
- Have I included all the important details?
- Do I need to add an ending?

### Do I need to REMOVE any information?

- Have I stuck to the topic?
- Have I repeated myself in some parts?

### Do I need to MOVE any parts?

- Are my sentences in the best order?
- Do any ideas or details seem out of place?

### Do I need to SWITCH or rewrite any parts?

- Are there ideas or sentences that are unclear?



Name: \_\_\_\_\_

## Editing Checklist

### COPS:

- Capitalization:** Have you capitalized names and the first word of each sentence?
- Organization:** Did you indent the first line of the paragraph and continue the rest of the lines along the left margin? Are all of your sentences complete?
- Punctuation:** Have you put the correct end punctuation mark after each sentence?
- Spelling:** Have you spelled your words correctly?