

Revising & Editing Guide

1. Check for **complete sentences**.
 - ☆ Do you have a subject?
 - ☆ Do you have a verb?
 - ☆ Do you have a complete thought?
 - ☆ Do you have a run-on or a fragment?
2. Eliminate **run-ons** and **fragments**.
 - ☆ Read each sentence one at a time starting at the end of your paper. You are not looking for continuity of thought here – just checking for run-ons and fragments.
 - ☆ Run-ons go on & on and usually have two or more thoughts that are not joined properly.
 - ☆ Fragments are usually either
 - missing a subject or a verb OR
 - begin with a conjunction like *because*, *when*, *since*.
3. Check **sentence variety** in each paragraph.
 - ☆ Are the sentences in the paragraph all short or all long?
 - ☆ Are there any sentences you can combine?
4. Circle **conjunctions**.
 - ☆ And, or, but, for, nor, so, yet
 - ☆ What are you joining with the conjunction? Words, phrases, or sentences?
5. Check **commonly confused words**.
 - ☆ Its/it's
 - ☆ Your/you're
 - ☆ For more, check out the resources in your classroom – ask your teacher.
 - ☆ There/their/they're
 - ☆ Affect/Effect
6. Check for **subject-verb agreement**.
 - ☆ Subject and verb “match.” Ex: I *run* everyday. She *runs* everyday.
7. Check for **pronoun-antecedent**.
 - ☆ Can you tell who is “he,” “she” or “they”?
 - ☆ Can you tell what is “it,” “that” or “this”?
 - ☆ The pronoun should refer to the last noun (antecedent) you used before the pronoun.
8. Check for **dead words**.
 - ☆ Avoid simple or overused words like *got*, *is*, *was*, *things*, *stuff*...
 - ☆ Use your thesaurus to find a better word.
9. Check for **misspelled words**.
 - ☆ Circle them.
 - ☆ Look them up in dictionary & correct.
10. Check for **punctuation**.
 - ☆ Use a comma (,)
 - Between two sentences before “and” or “but” or other conjunctions (see item 15 on this list)
 - Between words in a series of 3 or more items.
 - After an introductory phrase.
 - ☆ Use a period (.), question mark (?), or exclamation point (!) at the end of a sentence.
11. Check for **capitalization**.
 - ☆ First letter of a sentence

- ☆ Proper names
- ☆ Titles (book, magazine, newspaper, movie)