SchoolHabits
essay editing checklist

SPELLING

❏ All my words are spelled correctly, including names

PUNCTUATION

❏ I put punctuation after every sentence - periods, question marks or exclamation points

❏ I use commas before quotation marks (Mary said, "Go away!")

❏ I put periods and commas inside quotation marks
   Example: Mary said, "I am happy."
   Example: "I am happy," Maria said.

❏ I do not put commas between complete sentences

GRAMMAR and MECHANICS

❏ I capitalize the *I* in I / I'm

❏ I do capitalize proper nouns - names of people, places, brands, etc.

❏ I do not capitalize anything that should have a lowercase letter

❏ I correctly use pronouns and noun-pronoun agreement

❏ I use proper subject-verb agreement

❏ I have parallel sentence structure

❏ I correctly use it's (it is) and its (possession)

❏ I correctly use apostrophes for possession and plural possession (the dog's bone vs the dogs' bone)

MISUSED WORDS

- ❏ To / too
- ❏ Then / than
- ❏ Their / there / they're
- ❏ Your / you're
- ❏ Affect / effect

TENSES

- ❏ If I am writing about a text (novel, article, etc.) I use the *present tense*
- ❏ My tenses are consistent (I don't switch back and forth)

OTHER

- ❏ All sentences have a subject and a verb - there are no fragments
- ❏ I indent my paragraphs
- ❏ I didn't overuse a thesaurus
- ❏ I italicize the names of books and/or use quotations around chapter titles
- ❏ I create a new paragraph each time I have a new claim, the topic changes, or a new person speaks
- ❏ I've met my word count and/or page requirement
- ❏ I have no *I* or *you* statements, unless I'm writing a personal narrative or opinion piece (Tip: you can replace "I" or "you" with *one* or *the reader* in many cases)
- ❏ My essay is in proper MLA citation (size 12 font, Times New Roman, double spaced, proper heading)
- ❏ I have a properly formatted works cited page

INTRODUCTION PARAGRAPH

❏ I have an interesting opening sentence to hook the reader in

❏ If I'm writing about a specific text or film, I have a transition sentence to introduce the book and author

❏ I have a clear and specific thesis statement

❏ I have a roadmap sentence - a sentence that mentions each of the examples I plan to write about in my body paragraph

BODY PARAGRAPHS

❏ I begin each body paragraph with a clear claim that is connected to my thesis statement

❏ I have enough context to set the reader up to understand the relevance of my evidence (quotations)

❏ I have sufficient textual evidence that I've blended into the text

❏ I don't have any stand-alone quotations (quotations should not be their own sentences)

❏ I properly cite my quotations

❏ I paraphrase or clarify quotes, if needed

❏ I have sufficient analysis of all quotes and connect them back to the claim

❏ I have a conclusion sentence that transitions to my next body paragraph

CONCLUSION

❏ I have a conclusion paragraph

❏ I restate my thesis using new language

❏ I summarize the claims of each of my body paragraphs

❏ I end the paragraph with a broader, "so what" statement that essentially tells the reader why my thesis matters