

Editing Checklist

Major Edits

The mistakes made here could affect your reader's ability to understand your ideas. Fix these mistakes so that you will avoid confusing the reader and make it easier for them to read without stopping.

Reread and fix:	Notes/Examples	Looks Good!	Needs changes
<i>Verbs (action words) that switch tenses</i>	<ul style="list-style-type: none"> Right: Harry sat and thought while Hagrid read his newspaper. Wrong: Harry sat and thought while Hagrid reads his newspaper. 		
<i>Sentence fragments</i>	<ul style="list-style-type: none"> Right: One wild cart ride later. Wrong: One wild cart ride later they stood outside Grigotts. 		
<i>Run on sentences</i>	<ul style="list-style-type: none"> Right: Harry took the wand. He felt a sudden warmth in his fingers, and he raised the wand above his head. Wrong: Harry took the wand, he felt a sudden warmth in his fingers and he raised the wand above his head. 		

Minor Edits

The mistakes won't affect the reader's ability to understand your ideas. However, they will make your writing look rushed, careless or unprofessional. Fix these mistakes to look like a polished writer.

Reread and fix:	Notes/Examples	Looks Good!	Needs changes
<i>Repetitive word usage or sentence structures</i>	<ul style="list-style-type: none"> If you spot a word you've overused, grab a thesaurus. Mix it up by varying your sentences. Use simple, compound, complex and compound-complex structures. 		
<i>Missing capitalization</i>	<ul style="list-style-type: none"> Capitalize the first word in a sentence and names 		
<i>Slang or jargon words</i>	<ul style="list-style-type: none"> Replace anything that might confuse an outside audience with a more commonly used term 		
<i>Missing commas</i>	<p>The easiest way to identify a place for a comma is to read the sentence aloud and place one where you need a <u>pause</u>. Check:</p> <ul style="list-style-type: none"> Lists Between compound sentences Elements that add extra information, and could be deleted without making the sentence a fragment. 		
<i>Extra commas</i>	<p>Delete commas that create unnecessary pauses when you are reading.</p> <ul style="list-style-type: none"> <i>Right:</i> The owl then fluttered onto the floor and began to attack Hagrid's coat. <i>Wrong:</i> The owl then fluttered onto the floor, and began to attack Hagrid's coat. 		
<i>"There are" sentences</i>	<p>Sentences that start with "there are" can be rewritten to be more dynamic:</p> <ul style="list-style-type: none"> Original: There are many Galleons in Harry's bank vault. Rewritten: Harry's bank vault is filled with Galleons. 		
<i>Apostrophe errors</i>	<p>Use them for ownership and contractions. Watch the word "its." It's tricky!</p>		
<i>Incorrectly punctuated dialogue</i>	<ul style="list-style-type: none"> Right: "Yes," said Dumbledore. "He'll have that scar forever." Wrong: "Yes." Said Dumbledore. "He'll have that scar forever." 		
<i>Spelling errors</i>	<p>Is there a swiggly line under a word? Use spell check!</p>		

*** EDITING TIP: Read your paper ALOUD to check for errors. You will catch them more easily. ***