

## Self-Editing Checklist

- First, I reviewed feedback from previous essays and writing assignments to avoid repeat errors.
- Next, I read each paragraph out loud and checked my drafts for:

### *Mechanics*

- spelling, particularly words from the source texts
- capitalization at the beginning of each sentence and proper nouns e.g. people, places, and titles
- proper punctuation, including commas, apostrophes, etc.
- correct paragraph indentation

### *Grammar*

- clear sentences – each sentence was complete and made sense
- there were no fragments or run-on sentences
- tense –it was written in the same tense, past or present

### *Style*

- repetition – overused words were replaced with better ones
- weak or banned words were exchanged for words that were more specific and interesting, e.g. “sprinted” instead of “ran”
- filler words were removed and short sentences were combined
- variety in sentence lengths and beginnings
- dress-ups added *effectively* and underlined

### *Organization*

- clear topic sentences which included a topic and a main idea
- sufficient supporting details for each main idea
- an explanation or example for each supporting detail
- a clincher which connected to my topic sentence