



	Editing Checklist
	Indent Paragraph(s)
	Complete Sentences (each has a subject and predicate)
	Capitalization Do all sentences begin with a capital letter? Do all proper nouns begin with capital letters?
	Punctuation Are periods and commas used correctly? Are quotations punctuated correctly?
	Verb Usage Do all main verbs agree with the subject in person and number? Are any parts of verb phrases missing or incorrect? Are verb endings correct? Is the verb tense correct?