

# Editing and Revision Checklist

Got your colored pencils or highlighters ready? Here we go!

\_\_\_\_\_ 1. Read the paper backwards, one word at a time. Circle all possible spelling errors in **BLUE, BLUE, BLUE**. Check your word lists, ask fellow writers, or check the dictionary for correct spellings.

\_\_\_\_\_ 2. Trace the first word of each sentence and the end punctuation of each sentence in **RED, RED, RED**. This will give you a picture of your sentence lengths.

\_\_\_\_\_ 3. Look at your **RED** markings that include the first word of each sentence. Make sure no more than **FOUR** sentences begin with the same word in your whole paper.

\_\_\_\_\_ 4. Use **ORANGE, ORANGE, ORANGE**, to make the beginning of each paragraph with the paragraph symbol. Think about how long your paragraphs are and if they need more sentences.

\_\_\_\_\_ 5. Use **GREEN, GREEN, GREEN**, to add **DETAILS**. Add adjectives, sentences, and even whole paragraphs. Your draft should look very **GREEN** when you are done!

\_\_\_\_\_ 6. Highlight your favorite sentence with **YELLOW, YELLOW, YELLOW**. Write a quick note to attach to your paper about why this is your favorite. I'll write back and tell you which one was my favorite when I read it, too.

\_\_\_\_\_ 7. Read it aloud with **VOICE**. If it doesn't make sense, back up, add in what is missing, clean up what is confusing, and then read it again. Listen to your text for grammar. See? Editing makes a difference!

\_\_\_\_\_ 8. Look at your paper one more time. Have you found **EVERYTHING** that you can do to make it ready for a reader to enjoy?