

Revising Checklist

Think “ARMS”

*Add: sentences and words.

Have I described using my 5 senses? _____

Have you added more details, similes, metaphors, or personification? _____

My beginning-paragraph catches the reader's attention and is 2-3 sentences long.

I have three reasons with three separate paragraphs. _____

Each reason has a topic sentence with supporting details. _____

*Remove: unneeded words/sentences.

My composition does NOT have any repeating words or phrases. _____

My entire narrative/essay is ON TOPIC _____

*Move: change a sentence or word placement.

My composition is in chronological order and follows a sequence of events.

*Substitute: trade words or sentences for others.

Have you changed boring words to interesting words? _____

My sentences DO NOT begin with a conjunction (for, and, nor, but, or, yet, so, because)

Editing Checklist

Think "CUPS"

***Capitalization: names, places, months, titles, I**

All sentences and proper nouns begin with a capital letter. _____

All other letters and words are lowercase. _____

***Usage: match nouns and verbs correctly**

All sentences are complete (they answer who? Did what?) _____

Nouns are always introduced before replacing them with pronouns. _____

I am using verbs that are in the same tense. _____

I do not have any run on sentences. _____

***Punctuation: periods, quotes, commas, question marks, exclamation points.**

All sentences end in a period, question mark, or exclamation point. _____

If someone in my composition is talking, I have quotation marks and commas to separate talking from the person talking. _____

Apostrophes are used to show ownership. _____

I have used commas before any conjunctions and to separate words on a list.

***Spelling: check all words; use a dictionary if needed.**

I checked spelling and fixed the words that didn't look right. _____