

Writing editing checklist

Check a partner's writing, one group at a time.



WRITER INITIALS _____ EDITOR INITIALS _____ TITLE OF THE WRITING _____ DATE _____

LEARNING GOAL

Edit a partner's writing so it is clear and correct.

SUCCESS CRITERIA

- ☐ I can check punctuation, grammar, cohesion and vocabulary.
- ☐ I can show where each problem is.

1 How to edit a partner's writing

1 Ask first. Say "Can I edit your writing?"

2 Read it all first. Just read it, with no pencil.

3 One group at a time. Tick Editor, then the writer fixes it.

4 Use a coloured pencil. Mark the page. Do not rub anything out.

PUNCTUATION

Is the punctuation in the right places?

CHECK FOR	EDITOR	WRITER FIXED IT	WHERE?
Capital letters and full stops are in the right places.	☐	☐	
Commas separate items in a list.	☐	☐	
A comma follows an opening phrase. For example: <i>After the storm, we went home.</i>	☐	☐	
Apostrophes show missing letters or belonging.	☐	☐	
Speech is punctuated. For example: <i>"Come here," said Mia.</i>	☐	☐	

GRAMMAR

Do the words fit together correctly?

CHECK FOR	EDITOR	WRITER FIXED IT	WHERE?
Verb tenses stay the same unless there is a reason.	☐	☐	
The subject and verb agree . For example: <i>the dogs are, the dog is.</i>	☐	☐	
Conjunctions such as because, although and when join ideas.	☐	☐	
Sentences have different lengths and different starts .	☐	☐	

Cohesion, vocabulary and feedback

Finish the checklist, then say what you found.



COHESION

Does the writing hang together?

CHECK FOR	EDITOR	WRITER FIXED IT	WHERE?
A new paragraph for a new idea, time, place or speaker.	☐	☐	
Linking words connect paragraphs. For example: <i>Later, Meanwhile, The next morning.</i>	☐	☐	
Pronouns are clear: it is plain who he or she is.	☐	☐	

VOCABULARY

Are the words well chosen?

CHECK FOR	EDITOR	WRITER FIXED IT	WHERE?
Exact verbs replace plain ones. For example: <i>sprinted for ran, whispered for said.</i>	☐	☐	
Adjectives and adverbs are chosen with care and not piled up.	☐	☐	
No word is repeated too often.	☐	☐	
Topic words are used correctly.	☐	☐	

✓ DID WELL

Feedback for your partner: two things you did well

Write about the writing, not the writer. Try: I liked ... because ... or I could picture ... when ...

One: _____

Two: _____

→ FIX

One thing to fix

Try: One way to make it stronger is ...

Fix: _____

☆ BEST

Highlight the best sentence in the writing, then copy it here.

Edit this passage

Practise the marks before you edit a partner.



2 Edit this passage

Find every mistake

This passage is invented. Read it, then mark each mistake with the key. To change a word, put a line through it and write the right word above.

MARKS KEY

**Insert**

a caret, then the missing word

**Delete**

draw a line through it

**Capital letter**

three lines under the letter

**New paragraph**

a pilcrow where it starts

1 last saturday we went to the beach.

2 it was sunny so we builded a huge sandcastle.

3 my brother said, "look at that wave."

4 we runs to the water and splashed.

5 Then it was time to go home we was tired.

Now write the passage out correctly.

I found mistakes.

Go further: swap one plain verb for an exact one (see Vocabulary, page 2).