

Name _____

Title of Writing _____

**7th Grade Editing Checklist
(Start of Year)**

My writing is easy to read because I checked...

- ☐ the spelling with a spell checker
- ☐ the use of capital letters
- ☐ that the verb tense stays the same
- ☐ that the subjects and verbs agree
- ☐ that the sentences have not become run-ons
- ☐ that the pronouns agree with their nouns

My writing includes correct punctuation of...

- ☐ end marks (periods, question marks, and/or exclamation points)
- ☐ apostrophes*
- ☐ commas
 - ☐ to punctuate a compound and/or complex sentence
 - ☐ to separate interjections (Hey, whose phone is this?)*
 - ☐ to separate multiple prepositional phrases (At the final bell of the day, the students closed their novels.)*
 - ☐ to separate transitions (Furthermore, I was asleep and could not have eaten the last piece of pie.)*
 - ☐ to indicate direct address (e.g., Where are you, Sam?)*
 - ☐ to _____
- ☐ colons to introduce a list and/or quotation from a source*
- ☐ underlining or italics to indicate title of works*
- ☐ quotation marks to indicate dialogue, quoted material, and/or titles of works*
- ☐ semicolons in compound sentences*

*May not be present in writing