

Name \_\_\_\_\_

Title of Writing \_\_\_\_\_

**7th Grade Editing Checklist  
(Middle 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 clearly refer to their nouns

My writing includes correct punctuation of...

- ☐ end marks (periods, question marks, and/or exclamation points)
- ☐ apostrophes\*
- ☐ commas
  - ☐ to punctuate a compound, complex, and/or compound-complex sentence
  - ☐ to separate words or phrases in a series\*
  - ☐ 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, thoughts in narratives, and/or words in a foreign language\*
- ☐ quotation marks to indicate dialogue, quoted material, and/or titles of works\*
- ☐ semicolons in compound and/or compound-complex sentences\*

\*May not be present in writing