Name: Date:

**Editing Checklist – 3-Paragraph Essay**

**Directions**: Please follow the steps listed below, and check off each task as you complete it.

***Body Paragraph***

* ☐ Double-space your work.
* ☐ Make sure it is in 12- or 14-point Times New Roman font.
* ☐ Make sure the first line is indented.
* ☐ Check for a proper heading, with an original title.

Name

Language

Date

Title

* ☐ Print a clean copy of your writing.
* ☐ Listen to your paragraph three times and make any edits *on your paper copy* using a colored pencil.
* ☐ Make sure that you have proper body paragraph structure, with:
  + Topic sentence
  + Details in order of thesis
  + Examples to support details
  + Transition Words
  + Concluding Sentence
* ☐ Check for COPS (capitals, appearance, punctuation, spelling).
  + Are the following capitalized?
    - Proper nouns
    - Words at the beginning of each sentence
  + Do you have commas after the following?
    - Transition words
    - Phrases at the beginning of a sentence
* ☐ Make sure that your paragraph is in 3rd person only. Please don’t use these words: I, me, my, mine, you, your, yours we, us, ours.
* ☐ Make sure that no sentences start with “There is/are/etc.”
* ☐ Double-check that your verbs are all in the same tense.
* ☐ Make sure that you have no RIP words.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Thing | Stuff | Happy | Bad | Guy |
| Big | Small | Nice | Sad | Kid/Kids |
| A lot/lots | Good | Fun/Funny | Mad | Awesome |

* ☐ Take the edits you made on your paper copy and change them on your computer (don’t forget to change the date too!).

***Intro Paragraph***

* ☐ Again, make sure your intro paragraph is double-spaced.
* ☐ Make sure it is in 12- or 14-point Times New Roman font.
* ☐ Make sure the first line is indented.
* ☐ Print a clean copy of your writing.
* ☐ Listen to your paragraph three times and make any edits *on your paper copy* using a colored pencil.
* ☐ Make sure that you have proper intro paragraph structure, with:
  + 5 sentences (at least)
  + QQFAD – interesting and relevant
  + Broad to Narrow/General to Specific
  + No specific details
  + Thesis is clear, concise and parallel
* ☐ Check for COPS (capitals, appearance, punctuation, spelling).
  + Are the following capitalized?
    - Proper nouns
    - Words at the beginning of each sentence
  + Do you have commas after the following?
    - Transition words
    - Phrases at the beginning of a sentence
* ☐ Make sure that no sentence starts with “There is/are/etc.”
* ☐ Double-check that your verbs are all in the same tense.
* ☐ Make sure that you have no RIP words.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Thing | Stuff | Happy | Bad | Guy |
| Big | Small | Nice | Sad | Kid/Kids |
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* ☐ Make the edits on your laptop. Change the date, too!

***Concluding Paragraph***

* ☐ Again, make sure your concluding paragraph is double-spaced and in 12- or 14-point Times New Roman font.
* ☐ Make sure the first line is indented.
* ☐ Print a clean copy of your writing.
* ☐ Listen to your paragraph three times and make any edits *on your paper copy* using a colored pencil.
* ☐ Make sure that you have proper concluding structure, with:
  + 5 sentences (at least)
  + Thesis restated w/ synonyms (still clear, concise, parallel)
  + So What Sentences
    - Are they properly punctuated?
    - Do they include insightful comments?
  + No specific details
  + Clear and natural connection or reference to QQFAD
* ☐ Check for COPS (capitals, appearance, punctuation, spelling).
  + Are the following capitalized?
    - Proper nouns
    - Words at the beginning of each sentence
  + Do you have commas after the following?
    - Transition words
    - Phrases at the beginning of a sentence
* ☐ Make sure that no sentence starts with “There is/are/etc.”
* ☐ Double-check that your verbs are all in the same tense.
* ☐ Make sure that you have no RIP words.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Thing | Stuff | Happy | Bad | Guy |
| Big | Small | Nice | Sad | Kid/Kids |
| A lot/lots | Good | Fun/Funny | Mad | Awesome |

* ☐ Make the edits on your laptop. Change the date, too!